

# Occupational Outlook & Training Directory

**Sonoma County  
1996**

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**A Product of the California Cooperative Occupational Information System**

***With Special Thanks to***

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## Introduction

**WELCOME** to the first Occupational Outlook & Training Directory for Sonoma County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). It is produced through a partnership between the Sonoma County Private Industry Council (at the local level) and the Labor Market Information Division of the California Employment Development Department (at the state level).

This publication includes detailed occupational outlook profiles on about 25 occupations and a complete directory of schools and training providers offering programs and services to Sonoma County residents. As described in detail in the appendix, the occupational profiles are based on extensive surveys with several hundred local employers during 1995 and are designed to meet a variety of needs for local labor market information. The profiles are in alphabetical order using occupational titles and definitions from the Occupational Employment Statistics Dictionary published by the U.S. Department of Labor.

The occupations surveyed were selected for study based on a variety of criteria, including the needs of local career development and workforce preparation staff. However, the occupations in this publication should not be interpreted as a list of occupations approved for training by the Sonoma County Private Industry Council.

Each of the occupational outlook profiles follows the same basic format and uses consistent terminology in order to make the information as user-friendly as possible.

The key terms used in the occupational data in this report include:

***Almost All*** (75% or more), ***Most*** (50-74%), ***Many*** (35-49%), ***Some*** (10-34%), and ***Few*** (less than 10%)

The Appendix of this publication includes the following:

### ***Using the Occupational Outlook Report***

This section should be considered essential reading for anyone using this report. It is designed to help the user understand how to interpret the information.

### ***Research Methods & Sample Questionnaire***

This section is provided to assist those users who want a thorough understanding of the data and its limitations.

### ***Top Ten Occupational Information Resources***

This section describes the key resource material available to those who need occupational information. Also included is a list of local CCOIS agencies in California.

### ***DOT References***

This section is provided as a resource for career development staff who use the occupational outlook profiles in conjunction with the Dictionary of Occupational Titles.

Questions regarding the content of this report, or requests for additional copies, should be directed to the Sonoma County Private Industry Council at 707-524-6411.

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## Possible Uses for this Publication

The information in this publication can be used by a wide variety of organizations and individuals for many different purposes. Some of the possible uses are detailed below:

### **CAREER DECISIONS**

Career development staff and job seekers can make informed occupation and training choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes hiring requirements and preferences, potential earnings and benefits, employment information including job outlook, and sources of employment and training.

### **PROGRAM PLANNING**

This publication provides local planners and administrators with a variety of important employment and training data, including projections of occupational size and growth. This data can be used to evaluate, improve, or eliminate programs, or to plan new programs based on local and reliable data.

### **CURRICULUM DESIGN**

Schools and training providers can assess and update their curriculum based on current employer needs and projected trends.

### **ECONOMIC DEVELOPMENT**

Local government agencies and economic development organizations will find information on the labor pool, including occupation size, expected growth rates and wages, useful in determining the potential for business growth and development in the local labor market area.

### **PROGRAM MARKETING**

Schools and training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using local and reliable occupational data.

### **HUMAN RESOURCES**

Business owners and managers can use this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

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## **Occupational Outlook Profiles**

## Automotive Mechanics

Occupational Outlook: Sonoma County, 1995

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school and some vocational training.
- Ž Most employers require prior experience and various certifications are expected of experienced and well-trained mechanics.
- Ž A few jobs are filled by promoting from such positions as Trainee, Helper, and Apprentice.
- Ž Journey-level status comes after several years of experience and training.
- Ž Many Technicians develop specialties such as smog, electronics, computer diagnostics, transmissions, or brakes.
- Ž Some employers report that computer diagnostic skills are in short supply.
- Ž Promotions may lead to specialty or supervisory positions, or may take the form of self-employment.
- Ž Almost all jobs are 40 hours per week.

### Getting the Training

Certificate programs range in length from six months to four years and do not eliminate the need for apprenticeship training. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Automotive Technicians in Sonoma County are employed by auto dealers and auto repair shops. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$9.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$20.50/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.00 to \$23.50/hr	Median: \$19.38/hr

Almost all employers provide medical insurance. Most also provide dental insurance, paid sick leave, a paid vacation, a retirement plan, and life insurance. Some provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 895 to 1,095 Automotive Technicians currently employed in Sonoma County. About 2 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 20-25 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for fully qualified job seekers.



## Automotive Mechanics--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work as part of a team
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Ability to perform routine, repetitive work
- Ž Writing skills
- Ž Ability to perform basic mathematical calculations

#### Physical Abilities

- Ž Ability to lift at least 50 lbs
- Ž Ability to stand continuously for 2 or more hours
- Ž Ability to do strenuous, physically demanding work
- Ž Ability to pass a pre-employment medical exam

#### Other Qualifications

- Ž Possess good DMV driving record
- Ž Ability to use diagnostic equipment
- Ž Attention to detail
- Ž Problem solving skills
- Ž Organizational and time management skills
- Ž Ability to work under pressure

### Nationwide Job Outlook

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose programs include some basic electronics should have the best opportunities. Persons without formal mechanic training are likely to face competition for entry level jobs. Employment of automotive mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Growth in mechanic employment in automobile dealerships, independent automotive repair shops, specialty car care chains, and other establishments will be offset somewhat by declining employment in gasoline service stations. Nevertheless, the number of mechanics is expected to increase because expansion of the driving age population will increase the number of motor vehicles on the road. The growing complexity of automotive technology, such as the use of electronic and emissions control equipment, increasingly necessitates that cars be serviced by skilled workers, contributing to growth in demand for highly trained mechanics.

### Where to Find More Information

California Occupational Guides:

See Automobile Mechanics

Occupational Outlook Handbook:

See Automotive Mechanics

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Bookkeeping, Accounting & Auditing Clerks

Occupational Outlook: Sonoma County, 1995

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duties are operating special office machines (OES 553380).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed two to four years of college.
- Ž Most employers require prior experience.
- Ž Some Accounting and Bookkeeping Clerk positions are filled by promoting from other clerical positions.
- Ž Some employers report that hand-ledger bookkeeping is becoming an obsolete skill.
- Ž Promotions may lead to higher level bookkeeping and accounting positions, or may take the form of self-employment.
- Ž Almost all jobs are 40 hours per week.
- Ž Some jobs are part-time or on-call, ranging from 25-40 hours per week.

### Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be required. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Employers of all industries in Sonoma County employ Accounting and Bookkeeping Clerks. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employment and training agencies and/or employees.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$10.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.50 to \$19.50/hr	Median: \$11.50/hr
Exp'd/After 3 Years:	\$10.50 to \$24.25/hr	Median: \$13.95/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance. Some provide medical insurance for part-time employees.

### Employment Information

**Occupation Size:** There are approximately 2,840 to 3,470 Accounting and Bookkeeping Clerks currently employed in Sonoma County. About 87 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 25-30 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for well qualified job seekers.

## Bookkeeping, Accounting & Auditing Clerks--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to perform basic mathematical calculations
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Writing skills

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours

#### Other Qualifications

- Ž Attention to detail
- Ž Record keeping skills
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Knowledge of accounting software
- Ž Ability to work under pressure
- Ž Possess good DMV driving record
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

The large size of this occupation ensures a large number of openings and plentiful job opportunities for jobseekers. Virtually all job openings through the year 2005 will be due to replacement needs because of workers transferring to other occupations or leaving the labor force. Turnover is lower than among other record clerk occupations. Many opportunities for temporary and part-time work should also be available. A growing economy will result in more financial transactions and other activities and, therefore, more demand for accounting services. Virtually all new jobs will be created in small, rapidly growing organizations. Large organizations, on the other hand, are likely to continue the consolidation of departments to eliminate duplicate functions and reduce the demand for these clerks. Overall, little change is expected in the employment level through 2005.

### Where to Find More Information

California Occupational Guides:

See Bookkeeping, Accounting, and Auditing Clerks

Occupational Outlook Handbook:

See Bookkeeping, Accounting, and Auditing Clerks

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Child Care Workers

Occupational Outlook: Sonoma County, 1995

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Also known as Aides and Assistant Teachers

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school and 6-12 units of ECE (Early Childhood Education).
- Ž Most employers require prior experience.
- Ž Promotions for Child Care Workers may take the form of self-employment or, with additional education, may lead to Teacher, Head Teacher, and Center Director.
- Ž Most jobs are 15-20 hours per week.
- Ž Many other jobs are 30-40 hours per week.
- Ž Willingness to work part-time may be important for job entry.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$8.00/hr	Median: \$6.25/hr
New Hires/Exp'd:	\$5.25 to \$9.00/hr	Median: \$6.88/hr
Exp'd/After 3 Years:	\$7.00 to \$9.75/hr	Median: \$8.13/hr

Most employers provide medical insurance and other benefits, including a paid vacation, and paid sick leave. Some also provide dental insurance, child care, vision insurance, a retirement plan, and life insurance. Those employed by fitness centers may also receive club privileges.

### Getting the Training

Early Childhood Education courses are usually provided by Community Colleges. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Child Care Workers in Sonoma County are employed by child care centers, nursery schools, and pre-schools. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees.

### Employment Information

**Occupation Size:** There are approximately 275 to 340 Child Care Workers currently employed in Sonoma County. About 95 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Child Care Workers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work as part of a team
- Ž Ability to work independently
- Ž Writing skills
- Ž English grammar and spelling skills

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to pass a pre-employment medical exam

#### Flexibility

- Ž Willingness to submit to a background check

#### Other Qualifications

- Ž Trained in CPR and first aid techniques
- Ž Ability to work under pressure
- Ž Ability to handle crisis situations
- Ž Problem solving skills
- Ž Organizational and time management skills
- Ž Supervisory skills
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. The proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose. Rising labor force participation among women age 20-44 will also contribute to the growth of employment among preschool workers. Mothers of very young children are almost as likely to work as other women, and women are returning to work sooner after childbirth.

### Where to Find More Information

California Occupational Guides:

See Child Care Workers (Aides)

Occupational Outlook Handbook:

See Preschool Workers

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Computer Engineers

Occupational Outlook: Sonoma County, 1995

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems (OES 221270).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed four years of college.
- Ž Almost all employers require prior experience.
- Ž Knowledge of software programming languages, such as C++, Windows, UNIX, and Visual Basic, are essential.
- Ž Promotions for Computer Engineers may lead to positions such as Senior Engineer, Project Manager, and Director of Engineering.
- Ž Almost all jobs are 40 hours per week.

### Getting the Training

Many colleges and universities offer undergraduate programs in computer science or engineering. Refer to college/university catalogs for more information.

### Getting the Job

Most Computer Engineers in Sonoma County are employed by various manufacturers and/or designers of computer hardware and software. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.00 to \$16.75/hr	Median: \$13.83/hr
New Hires/Exp'd:	\$15.50 to \$25.00/hr	Median: \$18.46/hr
Exp'd/After 3 Years:	\$20.75 to \$36.00/hr	Median: \$21.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 235 to 290 Computer Engineers currently employed in Sonoma County. About 11 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have considerable difficulty finding applicants who meet their hiring standards. This indicates a very good outlook for fully qualified job seekers.

## Computer Engineers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work independently
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to perform basic mathematical calculations
- Ž English grammar and spelling skills
- Ž Writing skills
- Ž Ability to perform routine, repetitive work

#### Other Qualifications

- Ž Attention to detail
- Ž Problem solving skills
- Ž Ability to work under pressure
- Ž Organizational and time management skills
- Ž Record keeping skills
- Ž Ability to handle crisis situations
- Ž Ability to plan and organize the work of others
- Ž Multi-cultural familiarity
- Ž Supervisory skills

### Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. Individuals with an advanced degree in computer science should enjoy very favorable employment prospects because the number of these degrees has not kept pace with the needs of employers. College graduates with a bachelor's degree in computer science, computer engineering, information science, or information systems should also experience good prospects for employment.

### Where to Find More Information

California Occupational Guides:

See Electrical/Electronics Engineers; See also Computer Programmers

Occupational Outlook Handbook:

See Computer Scientists and Systems Analysts

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Data Processing Equipment (Computer) Repairers

Occupational Outlook: Sonoma County, 1995

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems (OES 857050).

Also known as Computer Technicians and Service Technicians

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience.
- Ž Experience with PC-based (IBM compatible) and Macintosh computers, printers and knowledge of networking is important for job entry.
- Ž Some employers report that problem solving skills are in short supply.
- Ž Promotions for Computer Service Technicians may lead to supervisory or management positions.
- Ž Almost all jobs are 40 hours per week.
- Ž Some jobs are 25-30 hours per week.

### Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Computer Service Technicians in Sonoma County are employed by computer retailers and repair shops. Most all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants and/or referrals from private employment agencies.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$13.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$15.75/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$11.50 to \$20.50/hr	Median: \$17.50/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Many also provide vision insurance. Some provide life insurance and a retirement plan.

### Employment Information

**Occupation Size:** There are approximately 55 to 65 Computer Service Technicians currently employed in Sonoma County. About 9 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.



## Data Processing Equipment (Computer) Repairers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work independently
- Ž Ability to work as part of a team
- Ž Writing skills
- Ž English grammar and spelling skills

#### Other Qualifications

- Ž Attention to detail
- Ž Problem solving skills
- Ž Organizational and time management skills
- Ž Ability to work under pressure
- Ž Record keeping skills
- Ž Ability to handle crisis situations
- Ž Possess good DMV driving record
- Ž Ability to plan and organize the work of others

### Nationwide Job Outlook

Employment of those who repair computers is expected to grow much faster than the average for all occupations. Demand for computer repairers will increase as the amount of computer equipment increases. Organizations throughout the economy should continue to automate in search of greater productivity and improved service. The development of new computer applications and lower computer prices will also spur demand. As a result, more repairers will be needed to install, maintain, and repair these machines.

### Where to Find More Information

California Occupational Guides:

See Data Processing Equipment Repairers; See also Electronics Repairers

Occupational Outlook Handbook:

See Computer and Office Machine Repairers; See also Engineering Technicians

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Dental Assistants

Occupational Outlook: Sonoma County, 1995

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed two years of college.
- Ž Most employers require prior experience.
- Ž Certification as an RDA (Registered Dental Assistant) is usually required.
- Ž Computer database skills may be important for job entry.
- Ž Promotions for Dental Assistants may lead to supervisory positions such as Office Manager or, with additional education, to Dental Hygienist.
- Ž Almost all jobs are 32-40 hours per week.
- Ž Some jobs are 16-30 hours per week.
- Ž Willingness to work overtime, part-time, nights, and weekends may be important for job entry.

### Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Dental Assistants are employed in offices of dentists. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from private employment agencies, professional associations, and/or employees.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.50 to \$13.00/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$9.25 to \$15.50/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$13.50 to \$17.00/hr	Median: \$14.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a paid vacation. Some provide life insurance and vision insurance. Some also provide medical insurance for part-time employees.

### Employment Information

**Occupation Size:** There are approximately 450 to 550 Dental Assistants currently employed in Sonoma County. About 96 percent in California are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

## Dental Assistants--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Ability to perform routine, repetitive work
- Ž Verbal communication skills
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Writing skills
- Ž Ability to perform basic mathematical calculations

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to stand continuously for 2 or more hours

#### Other Qualifications

- Ž Trained in CPR and first aid techniques
- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Ability to handle crisis situations
- Ž Record keeping skills
- Ž Ability to work under pressure
- Ž Problem solving skills
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Population growth, higher incomes, and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one, or even two assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks, so they may use their own time more profitably. Nevertheless, most job openings for dental assistants will arise from the need to replace assistants who leave the occupation. Many assistants leave the job to take on family responsibilities, return to school, or transfer to another occupation.

### Where to Find More Information

California Occupational Guides:

See Dental Assistants

Occupational Outlook Handbook:

See Dental Assistants

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Drafters

Occupational Outlook: Sonoma County, 1995

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Also known as CAD Operators

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed one to two years of college or vocational training.
- Ž Most employers require prior experience.
- Ž Some employers report that adequate CAD skills are in short supply.
- Ž Most employers use PC-based computer systems (IBM-compatible).
- Ž With the appropriate education, promotions may lead to Architect or Engineer.
- Ž Almost all jobs are 40 hours per week.
- Ž Willingness to work overtime may be important for job entry.

### Getting the Training

Certificate and degree programs range in length from one to two years and are usually followed by a period of on-the-job training. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Drafters and CAD Operators in Sonoma County are employed by engineering and architectural firms. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or referrals from private employment agencies.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$14.50/hr	Median: \$11.50/hr
New Hires/Exp'd:	\$11.00 to \$17.75/hr	Median: \$14.25/hr
Exp'd/After 3 Years:	\$14.00 to \$26.25/hr	Median: \$17.55/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 345 to 420 Drafters and CAD Operators currently employed in Sonoma County. About 22 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

## Drafters--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Ability to perform basic mathematical calculations
- Ž Verbal communication skills
- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work
- Ž English grammar and spelling skills

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours

#### Other Qualifications

- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Record keeping skills
- Ž Ability to work under pressure

### Nationwide Job Outlook

Employment is expected to grow more slowly than the average for all occupations through the year 2005. Industrial growth and the increasingly complex design problems associated with new products and processes will increase the demand for drafting services. However, greater use of CAD equipment by architects and engineers, as well as drafters, is expected to offset some of this growth in demand. Although productivity gains from CAD have been relatively modest since CAD use became widespread, CAD technology continues to advance. CAD is expected to become an increasingly powerful tool, simplifying many traditional drafting tasks. Individuals who have at least 2 years of training in a technically strong drafting program and who have experience with CAD systems will have the best opportunities. Although growth in employment will create many job openings, most job openings are expected to arise as drafters retire or leave the labor force for other reasons.

### Where to Find More Information

California Occupational Guides:

See Drafting Occupations

Occupational Outlook Handbook:

See Drafters

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Electrical & Electronic Assemblers

Occupational Outlook: Sonoma County, 1995

Electrical and Electronic Assemblers perform work at a level not requiring a high degree of precision. Includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers (OES 939050).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school.
- Ž Most employers do not require prior experience.
- Ž A few jobs are filled by promoting from a trainee position.
- Ž Promotions for Electronic Assemblers may lead to supervisory positions.
- Ž Almost all jobs are 40 hours per week.
- Ž Willingness to work overtime may be important for job entry.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.75 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$6.75 to \$10.00/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$8.00 to \$15.50/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, and a retirement plan. Most also provide life insurance and vision insurance. Some provide child care.

### Getting the Training

Certificate programs range in length from six to eighteen months, although employers often provide on-the-job training. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Electrical and Electronic Assemblers in Sonoma County are employed by various manufacturers of electronic or electrical equipment or parts. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or employment and training agencies.

### Employment Information

**Occupation Size:** There are approximately 240 to 290 Electrical and Electronic Assemblers currently employed in Sonoma County. About 64 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Electrical & Electronic Assemblers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to perform basic mathematical calculations
- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work
- Ž Writing skills
- Ž English grammar and spelling skills

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to pass a pre-employment medical exam

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Record keeping skills
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on precision assembler employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes. Flexible manufacturing systems are expensive, and a large volume of repetitive work is required to justify their purchase.

### Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Precision Assemblers

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Electrical & Electronic Engineering Technicians

Occupational Outlook: Sonoma County, 1995

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment (OES 225050).

Also known as Electronic Technicians and Engineering Technicians

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed two years of college.
- Ž Most employers require prior experience and familiarity with PC-based (IBM compatible) computers.
- Ž With the appropriate education, promotions for Engineering Technicians may lead to Engineer positions.
- Ž Almost all jobs are 40 hours per week.
- Ž Some jobs are on-call, 30-40 hours per week.
- Ž Willingness to work overtime may be important for job entry.

### Getting the Training

Certificate and degree programs usually require two years of college or vocational training. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Engineering Technicians in Sonoma County are employed by various manufacturers and/or designers of electronic or electrical equipment or parts. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or employment and training agencies. Some fill openings through in-house promotion or transfer.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$13.25/hr	Median: \$8.50/hr
New Hires/Exp'd:	\$10.00 to \$17.50/hr	Median: \$13.00/hr
Exp'd/After 3 Years:	\$12.25 to \$21.75/hr	Median: \$18.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and a retirement plan. Most also provide life insurance. Some provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 625 to 765 Engineering Technicians currently employed in Sonoma County. About 15 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a somewhat good outlook for fully qualified job seekers.



## Electrical & Electronic Engineering Technicians--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work independently
- Ž Ability to work as part of a team
- Ž Ability to perform basic mathematical calculations
- Ž Writing skills
- Ž Ability to perform routine, repetitive work

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to sit continuously for 2 or more hours

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Problem solving skills
- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Record keeping skills
- Ž Ability to handle crisis situations

### Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. The employment outlook also varies with the area of specialization and industry. Some types of engineering technicians, such as civil engineering and aeronautical engineering technicians, experience greater cyclical fluctuations than others. Technicians whose jobs are defense related may experience fewer opportunities because of defense cutbacks. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

### Where to Find More Information

California Occupational Guides:

See Electrical and Electronic Engineering Technicians

Occupational Outlook Handbook:

See Engineering Technicians

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Food Preparation Workers (Prep Cooks)

Occupational Outlook: Sonoma County, 1995

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen (OES 650380).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school.
- Ž Most employers require prior experience.
- Ž Most Prep Cooks begin as Dishwashers or Bus Persons.
- Ž Promotions may lead to Line Cook or supervisory positions.
- Ž Most jobs are 30-40 hours per week.
- Ž Many jobs are 20-25 hours per week.
- Ž Willingness to work part-time, weekends, nights, and overtime may be important for job entry.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.25 to \$6.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$7.88/hr

Almost all employers provide medical insurance. Most also provide dental insurance. Many provide a paid vacation. Some provide vision insurance, life insurance, paid sick leave, and a retirement plan. Few provide medical insurance for part-time employees.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Most Prep Cooks in Sonoma County are employed by restaurants and delicatessens. Almost all employers recruit applicants through newspaper advertisements. Most fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants.

### Employment Information

**Occupation Size:** There are approximately 2,235 to 2,730 Cooks currently employed in Sonoma County. About 33 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 60-70 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 75-95 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Food Preparation Workers (Prep Cooks)--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Ability to perform routine, repetitive work
- Ž Verbal communication skills
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Writing skills
- Ž Ability to perform basic mathematical calculations

#### Physical Abilities

- Ž Ability to stand continuously for 2 or more hours
- Ž Ability to lift at least 50 lbs
- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to lift at least 100 lbs
- Ž Ability to do strenuous, physically demanding work

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Record keeping skills
- Ž Multi-cultural familiarity
- Ž Supervisory skills
- Ž Ability to work under pressure
- Ž Ability to plan and organize the work of others
- Ž Ability to handle crisis situations
- Ž Trained in CPR and first aid techniques
- Ž Possess good DMV driving record

### Nationwide Job Outlook

Job openings for cooks and other kitchen workers are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. Workers under the age of 25 have traditionally filled a significant proportion of the lesser skilled jobs in this occupation. The pool of young workers is expected to continue to shrink through the 1990's and many employers will be forced to offer higher wages, better benefits, and more training to attract and retain workers in these jobs.

### Where to Find More Information

California Occupational Guides:

See Cooks and Chefs

Occupational Outlook Handbook:

See Chefs, Cooks, and Other Kitchen Workers

## General Office Clerks

Occupational Outlook: Sonoma County, 1995

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

Also known as Clerk-Typists

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience.
- Ž Some positions are filled by promoting from other clerical positions.
- Ž Promotions for General Office Clerks may lead to higher level clerical or bookkeeping positions.
- Ž Most jobs are 40 hours per week.
- Ž Some jobs are part-time or on-call, 20-25 hours per week.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$8.50/hr	Median: \$8.48/hr
New Hires/Exp'd:	\$7.75 to \$12.75/hr	Median: \$9.84/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$11.60/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, paid sick leave, life insurance, and a retirement plan. Most also provide vision insurance. Some provide child care. Many provide medical insurance for part-time employees.

### Getting the Training

Certificate programs range in length from six to twelve months. On-the-job training may also be available. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Employers in all industries in Sonoma County employ General Office Clerks, with about 25 percent of the jobs found in the education and government sectors. Almost all employers recruit applicants through newspaper advertisements. Some fill openings through in-house promotion. Some may also fill openings by hiring referrals from employment and training agencies and/or employees.

### Employment Information

**Occupation Size:** There are approximately 4,230 to 5,170 General Office Clerks currently employed in Sonoma County. About 81 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 85-105 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## General Office Clerks--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž English grammar and spelling skills
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Writing skills
- Ž Ability to perform basic mathematical calculations
- Ž Ability to perform routine, repetitive work

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to pass a pre-employment medical exam
- Ž Ability to lift at least 10 lbs

#### Other Qualifications

- Ž Attention to detail
- Ž Record keeping skills
- Ž Problem solving skills
- Ž Ability to work under pressure
- Ž Organizational and time management skills
- Ž Multi-cultural familiarity
- Ž Receptionist skills

### Nationwide Job Outlook

Job opportunities should be quite favorable. The large size and high turnover of this occupation should produce a significant number of job openings. Jobseekers who have typing and other secretarial skills, basic computer skills, and knowledge of office machine operation, such as fax machines and copiers, should have the best opportunities. General office clerks should find many opportunities for part-time or temporary work, especially during peak business periods. General office clerks find work in virtually every kind of industry. Employment, therefore, is not dependent on the fortunes of any single sector of the economy. Employment is expected to grow about as fast as the average for all occupations through the year 2005 as more small businesses place a single office worker-frequently a general office clerk-in charge of all clerical work.

### Where to Find More Information

California Occupational Guides:

See Clerks, General Office

Occupational Outlook Handbook:

See General Office Clerks

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Hazardous Materials Technicians

Occupational Outlook: Sonoma County, 1995

Hazardous Materials Technicians apply their knowledge of chemistry, physical science and hazardous materials in taking water and soil samples or in performing some combination of: collecting, handling, storing, transporting, recycling, disposing, safety, or sales related work dealing with hazardous materials. They may also be called Haz-Mat Specialist, Haz-Mat Technician, Field Technician, Environmental Technician, or Technician.

Also known as Haz-Mat Specialists and Field/Environmental Techs

### Training, Experience, and Other Requirements

- ✓ Most recent hires have completed four years of college.
- ✓ Most employers require prior experience.
- ✓ Promotions for Hazardous Materials Technicians may lead to supervisory positions.
- ✓ Almost all jobs are 40 hours per week.
- ✓ Some jobs are part-time or on-call, 20-30 hours per week.
- ✓ Willingness to work overtime may be important for job entry.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$12.00/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$9.00 to \$15.00/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$12.50 to \$18.00/hr	Median: \$14.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide life insurance, dental insurance, and a retirement plan. Some provide vision insurance. Few provide medical insurance for part-time employees.

### Getting the Training

Certificate and degree programs in Hazardous Materials/Environmental Technology are provided by several Community Colleges in Northern California. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Employment of Hazardous Materials Technicians can be found in many industries throughout California: government (city, county, state and fire), waste management firms, consulting services/firms (engineering, geology and biological science), pest control firms, wholesalers of chemical and petroleum products, manufacturers (various), and utility companies. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or by hiring referrals from schools and employment and training agencies.

### Employment Information

**Occupation Size:** There are approximately 170 to 210 Hazardous Materials Technicians currently employed in Sonoma County. About 34 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

## Hazardous Materials Technicians--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Ability to perform basic mathematical calculations
- Ž Verbal communication skills
- Ž English grammar and spelling skills
- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to pass a pre-employment medical exam

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Attention to detail
- Ž Record keeping skills
- Ž Ability to work under pressure
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Possess good DMV driving record
- Ž Ability to handle crisis situations

### Nationwide Job Outlook

Employment of science-related technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science-related technicians. Advances in biotechnology will increase the need for biological technicians in particular. Job growth will be moderated somewhat by an expected slowdown in overall employment growth in the chemical industry, where many chemical technicians are employed. Most job openings will arise from the need to replace technicians who retire or leave the labor force for other reasons. Nevertheless, job opportunities are expected to be very good for graduates of science technician training programs who are well-trained on the equipment currently in use. Employers are seeking well trained individuals with highly developed technical and communication skills.

### Where to Find More Information

California Occupational Guides:

See Hazardous Waste Technicians

Occupational Outlook Handbook:

See Science Technicians; See also Inspectors and Compliance Officers

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Home Health Care Workers (Aides)

Occupational Outlook: Sonoma County, 1995

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers (OES 660110).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience and certification as a Home Health Aide or Nursing Assistant (CNA).
- Ž With additional education or training, promotions may lead to other healthcare positions such as Licensed Vocational Nurse (LVN).
- Ž Many jobs are 20 hours per week.
- Ž Many other jobs are 35-40 hours per week.
- Ž Some jobs are on-call, 10-30 hours per week.
- Ž Willingness to work weekends may be important for job entry.

### Getting the Training

Certificate programs range in length from three to six months. On-the-job training may also be available. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Home Health Aides in Sonoma County are employed by residential care services and home health care services. Almost all employers recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.75 to \$9.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$14.00/hr	Median: \$9.37/hr
Exp'd/After 3 Years:	\$8.00 to \$16.00/hr	Median: \$11.33/hr

Almost all employers provide medical insurance. Most also provide dental insurance, a paid vacation, and paid sick leave. Many provide life insurance and a retirement plan. Some provide vision insurance. Some also provide medical insurance for part-time employees.

### Employment Information

**Occupation Size:** There are approximately 670 to 820 Home Health Aides currently employed in Sonoma County. About 82 percent in California are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** 20-25 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for fully qualified job seekers.



## Home Health Care Workers (Aides)--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work as part of a team
- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work
- Ž English grammar and spelling skills

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to pass a pre-employment medical exam

#### Other Qualifications

- Ž Possess good DMV driving record
- Ž Ability to handle crisis situations
- Ž Trained in CPR and first aid techniques
- Ž Attention to detail
- Ž Willingness to use own reliable and insured vehicle
- Ž Record keeping skills
- Ž Problem solving skills
- Ž Ability to work under pressure
- Ž Organizational and time management skills

### Nationwide Job Outlook

A large number of job openings is expected for home health aides, due to very rapid growth and very high turnover. Home health aides is expected to be one of the fastest growing occupations through the year 2005-more than doubling in employment size. The number of people in their seventies and beyond is projected to rise substantially. This age group is characterized by mounting health problems that require in-home assistance. Also, there will be an increasing reliance on home care for patients of all ages. This trend reflects several developments: Efforts to contain costs by moving patients out of hospitals and nursing facilities as quickly as possible; the realization that treatment can be more effective in familiar surroundings rather than clinical surroundings; and the development of portable medical equipment for in-home treatment. In addition to jobs created by the increase in demand for these workers, replacement needs are expected to produce numerous openings due to high turnover. Job opportunities should be excellent, particularly for those with experience or training as home health aides or nursing aides.

### Where to Find More Information

California Occupational Guides:

See Home Health Aides

Occupational Outlook Handbook:

See Homemaker-Home Health Aides

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Legal Secretaries

Occupational Outlook: Sonoma County, 1995

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed one to two years of college or vocational training.
- Ž Most employers require prior experience.
- Ž Some employers report that adequate English grammar skills are in short supply.
- Ž Keyboard/typing speed requirements range from 60-100 words per minute.
- Ž Promotions for Legal Secretaries may lead to supervisory or Paralegal positions.
- Ž Almost all jobs are 38-40 hours per week.

### Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be available. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Almost all Legal Secretaries in Sonoma County are employed by law offices. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees and/or schools and training programs.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$15.00/hr	Median: \$11.63/hr
New Hires/Exp'd:	\$11.00 to \$15.00/hr	Median: \$13.29/hr
Exp'd/After 3 Years:	\$13.25 to \$19.00/hr	Median: \$16.61/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 270 to 330 Legal Secretaries currently employed in Sonoma County. About 98 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Legal Secretaries--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž English grammar and spelling skills
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to work independently
- Ž Writing skills

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours

#### Other Qualifications

- Ž Attention to detail
- Ž Ability to work under pressure
- Ž Working knowledge of legal terminology
- Ž Organizational and time management skills
- Ž Transcription skills
- Ž Record keeping skills
- Ž Problem solving skills
- Ž Ability to handle crisis situations

### Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments. In some law offices, for example, paralegals are taking over some tasks formerly done by secretaries.

### Where to Find More Information

California Occupational Guides:

See Legal Secretaries

Occupational Outlook Handbook:

See Secretaries

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Licensed Vocational Nurses

Occupational Outlook: Sonoma County, 1995

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Also known as LVNs and Charge Nurses

### Training, Experience, and Other Requirements

- Ž Licensing is required for this occupation; contact the State Board of Vocational Nursing for information.
- Ž Most recent hires have completed one to two years of college or vocational training.
- Ž Most employers require prior experience.
- Ž With additional education, promotions may lead to Registered Nurse.
- Ž Most jobs are part-time or on-call, ranging from 8-28 hours per week.
- Ž Many jobs are 40 hours per week.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$12.50 to \$15.00/hr	Median: \$13.00/hr
New Hires/Exp'd:	\$12.50 to \$15.00/hr	Median: \$13.50/hr
Exp'd/After 3 Years:	\$14.00 to \$18.00/hr	Median: \$15.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan. Many provide life insurance. Some provide vision insurance. Some also provide medical insurance for part-time employees.

### Getting the Training

Certificate programs range in length from one to two years. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Licensed Vocational Nurses in Sonoma County are employed by hospitals and skilled nursing facilities. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

### Employment Information

**Occupation Size:** There are approximately 600 to 735 Licensed Vocational Nurses currently employed in Sonoma County. About 88 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-15 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Licensed Vocational Nurses--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work as part of a team
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Writing skills
- Ž Ability to perform basic mathematical calculations

#### Physical Abilities

- Ž Ability to lift at least 10 lbs
- Ž Ability to stand continuously for 2 or more hours
- Ž Ability to pass a pre-employment medical exam

#### Other Qualifications

- Ž Ability to work under pressure
- Ž Attention to detail
- Ž Organizational and time management skills
- Ž Ability to handle crisis situations
- Ž Trained in CPR and first aid techniques
- Ž Record keeping skills
- Ž Problem solving skills
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005, in response to the long-term care needs of a rapidly growing population of seniors and to the general growth of health care. Job prospects are expected to be excellent, as employment grows much faster than it has in the past. Because of this growth, the number of new graduates needed will be well above the number graduated in recent years. As in most other occupations, replacement needs will be the main source of job openings. Nursing homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Very rapid growth is also expected in such residential care facilities as board and care homes, old age homes, and group homes for the mentally retarded, as well as in home health care services. Employment is projected to grow very rapidly in physicians' offices and clinics, including health maintenance organizations.

### Where to Find More Information

California Occupational Guides:

See Licensed Vocational Nurses

Occupational Outlook Handbook:

See Licensed Practical Nurses

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Maintenance Repairers

Occupational Outlook: Sonoma County, 1995

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work (OES 851320).

Also known as Building Maintenance Workers

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school.
- Ž Most employers require prior experience.
- Ž Applicants with the best electrical, plumbing, and carpentry skills are generally the most employable.
- Ž Promotions for Building Maintenance Workers may lead to supervisory positions.
- Ž Almost all jobs are 40 hours per week.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$11.25/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$7.50 to \$15.50/hr	Median: \$9.48/hr
Exp'd/After 3 Years:	\$9.25 to \$20.00/hr	Median: \$12.73/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, paid sick leave, a retirement plan, life insurance, and vision insurance.

### Getting the Training

While most Building Maintenance Workers have traditionally acquired their skills through on-the-job training, courses in carpentry, plumbing, and electrical work are also helpful. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Building Maintenance Workers in Sonoma County are employed in a wide variety of industries, including schools and government agencies, property and real estate management companies, and lodging facilities. Almost all employers recruit applicants through newspaper advertisements. Most fill openings by hiring referrals from employees. Some fill openings through in-house promotion.

### Employment Information

**Occupation Size:** There are approximately 1,490 to 1,825 Building Maintenance Workers currently employed in Sonoma County. About 5 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 35-40 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for fully qualified job seekers.

## Maintenance Repairers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work independently
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to perform routine, repetitive work
- Ž English grammar and spelling skills
- Ž Ability to perform basic mathematical calculations
- Ž Writing skills

#### Physical Abilities

- Ž Ability to do strenuous, physically demanding work
- Ž Ability to lift at least 50 lbs
- Ž Ability to stand continuously for 2 or more hours
- Ž Ability to lift at least 100 lbs
- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to pass a pre-employment medical exam

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Attention to detail
- Ž Problem solving skills
- Ž Possess good DMV driving record
- Ž Ability to work under pressure
- Ž Ability to handle crisis situations
- Ž Supervisory skills
- Ž Organizational and time management skills
- Ž Record keeping skills
- Ž Ability to plan and organize the work of others
- Ž Trained in CPR and first aid techniques
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Job opportunities should be plentiful through the year 2005. Employment is related to the number of buildings and amount of equipment needing maintenance and repair. Employment growth is expected to be faster than the average for all occupations through the year 2005 and will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increases. Although the pace of construction of these facilities is expected to be slower than in the past, many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation. General maintenance mechanics who work in manufacturing industries may be laid off during recessions. Most in this occupation, however, work in relatively stable nonmanufacturing industries and are not usually subject to layoff.

### Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See General Maintenance Mechanics

## Marketing, Advertising & Public Relations Managers

Occupational Outlook: Sonoma County, 1995

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis (OES 130110).

Also known as Account Executives and Account Managers

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed four years of college, although a manager in a public relations firm will usually have different training and experience than a manager in an advertising firm.
- Ž Most employers require prior experience.
- Ž A few jobs are filled by promoting from sales or support positions.
- Ž Promotions for Marketing, Advertising, and Public Relations Managers may lead to higher level management positions.
- Ž Almost all jobs are 40-50 hours per week.
- Ž Willingness to work overtime may be important for job entry.

### Getting the Training

Many colleges and universities offer undergraduate programs in marketing, advertising, and public relations. Refer to college/university catalogs for more information.

### Getting the Job

Marketing, Advertising and Public Relations Managers in Sonoma County are employed in a wide variety of industries, including advertising agencies, public relations firms, government agencies, and department stores. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from employees.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.50 to \$15.00/hr	Median: \$12.27/hr
New Hires/Exp'd:	\$13.25 to \$19.25/hr	Median: \$13.43/hr
Exp'd/After 3 Years:	\$14.50 to \$25.25/hr	Median: \$20.71/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, life insurance, and paid sick leave. Most also provide a retirement plan and vision insurance.

### Employment Information

**Occupation Size:** There are approximately 650 to 790 Marketing, Advertising, and Public Relations Managers currently employed in Sonoma County. About 34 percent in California are female.

**Annual Turnover:** Estimated to be moderate (20-39 percent).

**Projected Growth:** 20-25 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for fully qualified job seekers.



## Marketing, Advertising & Public Relations Managers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work independently
- Ž Ability to work as part of a team
- Ž Writing skills
- Ž English grammar and spelling skills
- Ž Ability to perform basic mathematical calculations

#### Other Qualifications

- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Attention to detail
- Ž Ability to handle crisis situations
- Ž Ability to work under pressure
- Ž Verbal presentation skills
- Ž Ability to plan and organize the work of others

### Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. Increasingly, intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and public relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full-time staff. In addition to faster than average growth, many job openings will occur each year as a result of managers moving into top management positions, transferring to other jobs, or leaving the labor force. College graduates with extensive experience, a high level of creativity, and strong communication skills should have the best job opportunities. Employment is expected to grow much faster than average in most business services industries, while average growth is projected in manufacturing industries overall.

### Where to Find More Information

California Occupational Guides:

See Retail Store Managers; See also Public Relations Representatives

Occupational Outlook Handbook:

See Marketing, Advertising, and Public Relations Managers

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Medical Assistants

Occupational Outlook: Sonoma County, 1995

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Also known as Medical Technicians

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience.
- Ž Certification as a Medical Assistant is generally required.
- Ž Promotions for Medical Assistants may lead to Office Manager or, with additional education, to other healthcare services occupations.
- Ž Most jobs are 40 hours per week.
- Ž Some jobs are 20-25 hours per week.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$9.00/hr	Median: \$8.75/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$9.00 to \$15.00/hr	Median: \$11.99/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, and paid sick leave. Most also provide dental insurance and a retirement plan. Some provide vision insurance and life insurance. Few provide medical insurance to part-time employees.

### Getting the Training

Certificate and degree programs range in length from six months to two years. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Medical Assistants in Sonoma County are employed in physician's offices and medical clinics. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees or schools and training programs.

### Employment Information

**Occupation Size:** There are approximately 365 to 450 Medical Assistants currently employed in Sonoma County. About 75 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Medical Assistants--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž English grammar and spelling skills
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Writing skills
- Ž Ability to work independently
- Ž Ability to perform basic mathematical calculations

#### Other Qualifications

- Ž Attention to detail
- Ž Problem solving skills
- Ž Organizational and time management skills
- Ž Record keeping skills
- Ž Ability to work under pressure
- Ž Ability to handle crisis situations
- Ž Trained in CPR and first aid techniques

### Nationwide Job Outlook

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2005 as the health services industry expands. Employment growth will be driven by growth in the number of group and other health care practices that use support personnel. Medical assistants primarily work in outpatient settings, where fast growth is expected. Most job openings, however, will result from the need to replace experienced assistants who leave the occupation. In view of the high turnover as well as the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

### Where to Find More Information

California Occupational Guides:

See Medical Assistants

Occupational Outlook Handbook:

See Medical Assistants

Key Terms: Almost All = 75 percent or more   Most = 50-74 percent   Many = 35-49 percent   Some = 10-34 percent   Few = less than 10 percent

## Medical Secretaries

Occupational Outlook: Sonoma County, 1995

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience.
- Ž Job descriptions for Medical Secretaries range from entry-level filing and billing duties to transcription and supervisory/office management responsibilities.
- Ž Some employers report that bilingual skills are in short supply.
- Ž Keyboard/typing speed requirements range from 25-90 words per minute.
- Ž Promotions may lead to supervisory positions.
- Ž Most jobs are 40 hours per week.
- Ž Some jobs are 20-24 hours per week.

### Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be available. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Most Medical Secretaries in Sonoma County are employed by physician's offices, clinics, hospitals, and offices of other healthcare service providers. Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or schools and training programs.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.25 to \$9.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$8.75 to \$12.25/hr	Median: \$9.88/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$12.26/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, a retirement plan. Some provide vision insurance and life insurance.

### Employment Information

**Occupation Size:** There are approximately 440 to 540 Medical Secretaries currently employed in Sonoma County. About 98 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-15 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

## Medical Secretaries--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Verbal communication skills
- Ž Ability to work as part of a team
- Ž Ability to work independently
- Ž English grammar and spelling skills
- Ž Writing skills

#### Other Qualifications

- Ž Receptionist skills
- Ž Attention to detail
- Ž Ability to work under pressure
- Ž Record keeping skills
- Ž Organizational and time management skills
- Ž Problem solving skills
- Ž Ability to handle crisis situations

### Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments. In some physicians' offices, for example, medical assistants are taking over some tasks formerly done by secretaries.

### Where to Find More Information

California Occupational Guides:

See Medical Secretaries

Occupational Outlook Handbook:

See Secretaries

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Nursery Workers

Occupational Outlook: Sonoma County, 1995

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering (OES 790050).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school.
- Ž Most employers do not require prior experience.
- Ž Applicants with the best horticulture/plant knowledge and knowledge of pests and cutting and growing techniques are the most employable.
- Ž Promotions for Nursery Workers may lead to supervisory positions.
- Ž Almost all jobs are 40 hours per week, although some jobs are seasonal.
- Ž Some other jobs are 15-20 per week.
- Ž Willingness to work weekends and the willingness to work in temporary or seasonal positions may be important for job entry.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Most Nursery Workers in Sonoma County are employed by retail and wholesale nurseries and florists. Almost all employers fill openings by hiring referrals from employees. Some recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$9.00/hr	Median: \$5.88/hr
Exp'd/After 3 Years:	\$7.00 to \$12.00/hr	Median: \$8.00/hr

Many employers provide medical insurance and a paid vacation. Some also provide paid sick leave and dental insurance. Few provide medical insurance for part-time employees.

### Employment Information

**Occupation Size:** There are approximately 200 to 245 Nursery Workers currently employed in Sonoma County. About 29 percent in California are female.

**Annual Turnover:** Estimated to be very high (40 percent or more).

**Projected Growth:** 10-15 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Nursery Workers--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work
- Ž Ability to work as part of a team

#### Physical Abilities

- Ž Ability to lift at least 50 lbs
- Ž Ability to do strenuous, physically demanding work

#### Other Qualifications

- Ž Organizational and time management skills

### Nationwide Job Outlook

Employment of Nursery Workers is expected to grow much faster than average between 1992 and 2005. [No additional data available.]

### Where to Find More Information

California Occupational Guides:

See Nursery Workers

Occupational Outlook Handbook:

See Gardeners and Groundskeepers

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Secretaries

Occupational Outlook: Sonoma County, 1995

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries (OES 551080).

### Training, Experience, and Other Requirements

- Ž Most recent hires have completed high school plus some college or vocational training.
- Ž Most employers require prior experience.
- Ž A few jobs are filled by promoting from other clerical positions.
- Ž Secretarial job descriptions can range from entry-level clerical duties to office management and personnel responsibilities.
- Ž Keyboard/typing speed requirements range from 40-70 words per minute.
- Ž Promotions may lead to supervisory positions or to a wide variety of other occupations, depending on the industry and the size of the employer.
- Ž Almost all jobs are 40 hours per week.
- Ž Some jobs are 20-25 hours per week.

### Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be available. Refer to the Training Directory in this report for a list of schools/training providers who offer related training programs.

### Getting the Job

Secretaries are employed in a wide variety of industries in Sonoma County with about half employed in the services sector. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through in-house promotion.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$9.99/hr
New Hires/Exp'd:	\$9.00 to \$12.00/hr	Median: \$10.82/hr
Exp'd/After 3 Years:	\$10.25 to \$13.75/hr	Median: \$12.23/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a retirement plan, a paid vacation, and paid sick leave. Most also provide vision insurance and life insurance. Some provide child care. Some also provide medical insurance for part-time employees.

### Employment Information

**Occupation Size:** There are approximately 2,750 to 3,365 Secretaries currently employed in Sonoma County. About 98 percent in California are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 60-70 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.



## Secretaries--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž English grammar and spelling skills
- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to perform routine, repetitive work
- Ž Ability to perform basic mathematical calculations
- Ž Ability to work independently
- Ž Writing skills

#### Physical Abilities

- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to lift at least 10 lbs

#### Other Qualifications

- Ž Attention to detail
- Ž Ability to work under pressure
- Ž Problem solving skills
- Ž Receptionist skills
- Ž Ability to handle crisis situations
- Ž Organizational and time management skills
- Ž Record keeping skills

### Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments.

### Where to Find More Information

California Occupational Guides:

See Secretaries

Occupational Outlook Handbook:

See Secretaries

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Stock Clerks (Warehouse Workers)

Occupational Outlook: Sonoma County, 1995

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking (OES 580230).

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school.
- Ž Most employers do not require prior experience.
- Ž Promotions for Material Handlers and Warehouse Workers may lead to supervisory positions.
- Ž Most jobs are 20-30 hours per week.
- Ž Many jobs are 40 hours per week.
- Ž Willingness to work weekends and nights may be important for job entry.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$6.75/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$5.75 to \$9.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$7.50 to \$14.50/hr	Median: \$8.50/hr

Almost all employers provide medical insurance and dental insurance. Most also provide a paid vacation, paid sick leave, and vision insurance. Many provide life insurance and a retirement plan. Some provide medical insurance for part-time employees.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Most Material Handlers and Warehouse Workers in Sonoma County are employed by retail and wholesale grocery stores, by hardware and building supply stores, and by warehouses and distribution centers. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants.

### Employment Information

**Occupation Size:** There are approximately 850 to 1,040 Material Handlers and Warehouse Workers currently employed in Sonoma County. About 36 percent in California are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** 15-20 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for fully qualified job seekers.

## Stock Clerks (Warehouse Workers)--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Ability to work independently

#### Physical Abilities

- Ž Ability to stand continuously for 2 or more hours
- Ž Ability to lift at least 50 lbs
- Ž Ability to do strenuous, physically demanding work

#### Other Qualifications

- Ž Attention to detail
- Ž Problem solving skills
- Ž Organizational and time management skills

### Nationwide Job Outlook

Job prospects for stock clerks should be favorable even though employment is expected to grow more slowly than the average for all occupations through the year 2005. This occupation is very large, and many job openings will occur each year to replace stock clerks who transfer to other jobs or leave the labor force. Many jobs are entry level, and therefore many vacancies are created by normal career progression. Growing use of computers for inventory control and new automated equipment are expected to slow growth in demand for stock clerks. This is especially true in manufacturing and in wholesale trade, the industries whose operations are most easily automated. In addition to computerized inventory control systems, firms in these industries are expected to rely more and more on sophisticated conveyor belts, automatic high stackers to store and retrieve goods, and automatic guided vehicles, which are battery powered and driverless.

### Where to Find More Information

California Occupational Guides:

See Stock Clerks

Occupational Outlook Handbook:

See Stock Clerks

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Traffic, Shipping & Receiving Clerks

Occupational Outlook: Sonoma County, 1995

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Also known as Shipping and/or Receiving Clerks

### Training, Experience, and Other Requirements

- Ž Many recent hires have completed high school.
- Ž Many others have completed one to two years of college or vocational training.
- Ž Most employers do not require prior experience.
- Ž A few positions are filled by promoting from positions such as Material Handler, Warehouse Worker, or Laborer.
- Ž Some employers report that attention to detail skills are in short supply.
- Ž Some employers also report that forklift experience and/or certification may be important for job entry.
- Ž Promotions for Shipping and Receiving Clerks may lead to Counter Sales or supervisory positions.
- Ž Most jobs are 40 hours per week.
- Ž Some jobs are on-call, 20-30 hours per week.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Most Shipping and Receiving Clerks in Sonoma County are employed by warehouses, manufacturers, wholesalers, and the U.S. Postal Service. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees and/or through in-house promotion. Some fill openings by hiring referrals from private employment agencies and/or the Employment Development Department.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.75 to \$9.00/hr	Median: \$6.75/hr
New Hires/Exp'd:	\$6.50 to \$11.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$13.50/hr	Median: \$9.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and life insurance. Most also provide a retirement plan. Many provide vision insurance.

### Employment Information

**Occupation Size:** There are approximately 1,325 to 1,620 Shipping and Receiving Clerks currently employed in Sonoma County. About 27 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 35-40 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

## Traffic, Shipping & Receiving Clerks--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work as part of a team
- Ž Verbal communication skills
- Ž Ability to work independently

#### Physical Abilities

- Ž Ability to lift at least 10 lbs

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Record keeping skills
- Ž Organizational and time management skills

### Nationwide Job Outlook

Employment of traffic, shipping, and receiving clerks is expected to grow about as fast as the average for all occupations through the year 2005. Automation and other productivity improvements may enable these clerks to handle materials more efficiently, thereby reducing potential employment opportunities. Because employment in material recording, scheduling, dispatching, and distributing occupations is substantial, workers who leave the labor force or transfer to other occupations are expected to create many thousands of job openings each year.

### Where to Find More Information

California Occupational Guides:

See Shipping and Receiving Clerks

Occupational Outlook Handbook:

See Traffic, Shipping, and Receiving Clerks

Key Terms: Almost All = 75 percent or more    Most = 50-74 percent    Many = 35-49 percent    Some = 10-34 percent    Few = less than 10 percent

## Truck Drivers, Light & Delivery

Occupational Outlook: Sonoma County, 1995

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Also known as Route Drivers

### Training, Experience, and Other Requirements

- Ž Almost all recent hires have completed high school.
- Ž Most employers do not require prior experience.
- Ž Promotions for Light Truck and Delivery Drivers may lead to supervisory/management or sales positions.
- Ž Almost all jobs are 40 hours per week.
- Ž Some jobs are part-time or on-call, 20-40 hours per week.

### Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$5.50 to \$10.50/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$7.00 to \$15.50/hr	Median: \$10.25/hr

Most employers provide medical insurance. Most also provide a dental insurance, vision insurance, paid vacation, paid sick leave, and a retirement plan. Many provide life insurance. Some provide medical insurance for part-time employees.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Light Truck and Delivery Drivers in Sonoma County are employed in a wide variety of industries that provide delivery services. Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Many fill openings by hiring unsolicited applicants.

### Employment Information

**Occupation Size:** There are approximately 1,460 to 1,785 Light Truck Drivers currently employed in Sonoma County. About 6 percent in California are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 50-60 projected job openings per year due to a net increase in occupation size.

**Projected Separations:** 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply-Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for fully qualified job seekers.

## Truck Drivers, Light & Delivery--continued

### Very Important Qualifications for Job Entry

#### Basic Skills

- Ž Ability to work independently
- Ž Ability to perform routine, repetitive work
- Ž Verbal communication skills
- Ž Writing skills
- Ž English grammar and spelling skills

#### Physical Abilities

- Ž Ability to lift at least 50 lbs
- Ž Ability to sit continuously for 2 or more hours
- Ž Ability to do strenuous, physically demanding work
- Ž Ability to pass a pre-employment medical exam

#### Flexibility

- Ž Willingness to participate in drug testing

#### Other Qualifications

- Ž Possess good DMV driving record
- Ž Problem solving skills
- Ž Record keeping skills
- Ž Attention to detail
- Ž Ability to work under pressure
- Ž Ability to handle crisis situations
- Ž Multi-cultural familiarity

### Nationwide Job Outlook

Employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows. This occupation is among those that have the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truckdriving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions.

### Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Truckdrivers

Key Terms: Almost All = 75 percent or more   Most = 50-74 percent   Many = 35-49 percent   Some = 10-34 percent   Few = less than 10 percent

## Winery Workers

Special Survey Project for Sonoma and Napa Counties

### Introduction

The purpose of this special survey project was to learn more about the occupations in the wine-making industry to assist with planning future occupational outlook surveys. A focus group was conducted with Sonoma County winery representatives (human resources personnel) in the spring of 1995, and additional telephone surveys were conducted with Napa County winery representatives in the winter of 1995. Initially, the intent was to conduct two independent research projects --one in Sonoma County and one in Napa County. However, once the data was collected and analyzed, it appeared that there was enough consistency to prepare one report summary using data from both projects. As a result, the data has more credibility. Nevertheless, it must be emphasized that the information presented is based on exploratory research and should not be considered statistically reliable.

### The Occupations

Although each winery is somewhat unique in how they operate, the occupations can often be grouped into five major categories (or departments):

1. Vineyard/Ranch
2. Cellar
3. Production/Bottling
4. Sales/Marketing
5. Administration

When asked what are their fastest growing occupations, the responses varied from winery to winery. Some are growing the fastest in the area of Sales/Marketing, while some others are growing the fastest in Production/Bottling due to automation or the use of different production techniques.

When asked what positions are the most difficult to fill, the responses were again varied. Some have the most difficulty finding individuals with prior winery-related experience in skilled, supervisory, or management positions. Some others have the most difficulty finding well-trained and experienced maintenance and production mechanics. For many positions, especially in categories 1-3, bilingual skills are highly desirable.

When asked what occupations are declining in size, almost all responded with "none."

The table on the following page lists the occupations most often found in medium to large sized wineries for categories 1-4. As in most industries, the smaller the employer, the more their employees tend to be "generalists." The larger the employer, the more specialized (or departmentalized) their employees tend to be. Depending on the size of the winery, the Administration category would include some combination of managers, human resource staff, and clerical support staff. Warehouse/Distribution may sometimes be a sixth category, although most wineries appear to have one of their other departments (generally Cellar, Production/Bottling, or Sales/Marketing) handle warehouse and distribution responsibilities.



## Winery Workers--continued

	Entry-Level?	Degree Req'd?	Potential Earnings	Promote to
<b>Vineyard/Ranch</b>				
Vineyard Worker/Laborer	yes	no	\$7-8/hr	Tractor Driver or Crew Leader
Tractor Driver	no	no	insuff. data	Crew Leader
Crew Leader/Foreman	no	no	\$8.50/hr +	Supervisor (degree usually req'd)
Supervisor (Viticulturist)	no	usually	\$37-41k/yr	Manager
Manager (Viticulturist)	no	yes	\$40-73k/yr	
<b>Cellar</b>				
Cellar Worker	yes	no	\$8-16/hr	Crew Leader/Foreman
Crew Leader/Foreman	no	no	\$10-14/hr	Cellar Manager
Cellar Supervisor/Master/Manager	no	no	insuff. data	
Lab Tech/Enologist	no	usually	\$21-25k/yr	Assistant Winemaker
Assistant Winemaker (Enologist)	no	yes	\$40-45k/yr	Winemaker
Winemaker (Enologist)	no	yes	\$45-78k/yr	
<b>Production/Bottling</b>				
Bottler	maybe	no	\$8.75-14/hr	Machine Operator
Machine Operator	no	no	\$13.50-17/hr	Crew Leader
Crew Leader	no	no	\$15-17/hr	Bottling Manager
Bottling Manager	no	no	\$40-50k/yr	
Maintenance Mechanic	no	no	insuff. data	
Production Manager	no	yes	\$40-60k/yr	
<b>Sales/Marketing</b>				
Tour Guide	yes	no	\$8-10/hr	Supervisor or Sales Rep
Tasting Room Employee	yes	no	\$8-10/hr	Supervisor or Sales Rep
Counter Salesperson	yes	no	\$8-10/hr	Supervisor or Sales Rep
Sales Representative	maybe	no	\$32-40k/yr	Sales/Marketing Manager
Sales/Marketing Manager	no	yes	\$32-40k/yr	

### Where to Find More Information

California Occupational Guides: See Enologists/Wine Makers; Viticulturists; and Cellar Supervisors

## Training Directory

The purpose of this directory is to provide basic information on the many training programs available to Sonoma County residents. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

The producers of this directory do not endorse or recommend any particular schools or training providers or programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools/training providers directly to verify/update the information. Please also let us know if there are additional programs that should be added in any future editions of this directory.

The directory is organized as follows:

- School/Training Provider Indexes
- Occupation-Training Index
- Career Cluster Index
- School/Training Provider Information
- Additional Training Providers (Outside Sonoma County)

### **School/Training Provider Indexes**

Provides an alphabetical listing of the schools/training providers in Sonoma County. The first is an A-Z list, while the second groups the schools/training providers within the five major training sectors.



### **Occupation-Training Index**

This index provides a listing of the occupational training areas and indicates the schools/training providers who may offer related training.

### **Career Cluster Index**

This index provides a listing of major career interest areas and indicates the related occupational titles that can be found in the Occupation-Training Index.

### **School/Training Provider Information**

This section includes specific information on each school/training provider, including available programs and services.

### **Additional Training Providers (Outside Sonoma County)**

This section includes a listing of additional schools/training providers (outside Sonoma County). Most are located in neighboring counties and many provide programs that are not currently available locally.

## School/Training Provider Indexes

### A-Z:

Academy of Art College	*	Insurance Education Association	*
Alchemy Institute of Healing Arts	67	J & L School of Neon	80
American Red Cross, Sonoma County Chapter	67	Julie Nation Academy	81
Anthony Schools of Northern California	68	Jupiter Hollow School for Massage	82
Automotive Diagnostics	69	Lewis Adult Education	82
Bartenders School of Santa Rosa	69	Lytle's Redwood Empire Beauty College	83
CADD Applications	*	Mendocino College	*
California Culinary Academy	*	Merritt College	*
California Institute of Massage & Spa Services	70	Napa Valley College	84
Calistoga Massage Therapy School	71	National Training Institute	87
Career Transitions	71	Operating Engineers JAC	88
Carpenter's 46 JATC	72	Pacific Union College	*
Center for Employment Training	73	PC Tutor	88
College of Marin	*	Petaluma Adult Education	89
College of the Redwoods	*	Platt College	*
Columbia Pacific University	*	Precision Truck School	*
Computer Access & Training Service	*	Redwood Empire Electrical JATC	89
Contractors License Courses	73	Rohnert Park Dive Center	90
Cotati-Rohnert Park Adult Education	74	San Francisco State University, College of Extended Learning	*
Diversified Office & Teaching Services	*	Santa Rosa Junior College	90
Empire College-School of Business	74	Sebastopol Massage Center	96
Engineering Technical Services (ETS)	76	Sequoia Institute	*
Falcon Truck School	*	Sheet Metal Training School Local 104	96
Golden Gate University	*	Sonoma County Regional Occupational Programs (ROP)	97
Hartsog	*	Sonoma-Marín School of Real Estate	99
Heald College	77	Sonoma State University/Extended Education	100
Heald Institute of Technology	*	The ACADemy	*
Hypnotherapy Training Institute	78	Travel Career Academy	*
Information Management Instruction Training	78	U.C. Davis Extension	*
Institute for Educational Therapy	79	Western Institute of Science & Health	99
Institute of Imaginal Studies	80	Western Truck School	*

\* Indicates schools/training providers located outside Sonoma County (see page 102).

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**Adult Education**

Cotati-Rohnert Park Adult Education  
Lewis Adult Education  
Petaluma Adult Education

**Apprenticeships**

Carpenter's 46 JATC  
Operating Engineers JAC  
Redwood Empire Electrical JATC  
Sheet Metal Training School Local 104

**Community Colleges**

College of Marin\*  
College of the Redwoods\*  
Mendocino College\*  
Napa Valley College  
Santa Rosa Junior College

**Private Schools & Colleges**

Academy of Art College\*  
Alchemy Institute of Healing Arts  
American Red Cross, Sonoma County Chapter  
Anthony Schools of Northern California  
Automotive Diagnostics  
Bartenders School of Santa Rosa  
CADD Applications\*  
California Culinary Academy\*  
California Institute of Massage & Spa Services  
Calistoga Massage Therapy School  
Career Transitions  
Center for Employment Training  
Columbia Pacific University\*  
Computer Access & Training Service\*  
Contractors License Courses  
Diversified Office & Teaching Services\*  
Empire College-School of Business  
Engineering Technical Services (ETS)

**Private Schools & Colleges--continued**

Falcon Truck School\*  
Golden Gate University\*  
Hartsog\*  
Heald College  
Heald Institute of Technology\*  
Hypnotherapy Training Institute  
Information Management Instruction Training  
Institute for Educational Therapy  
Institute of Imaginal Studies  
Insurance Education Association\*  
J & L School of Neon  
Julie Nation Academy  
Jupiter Hollow School for Massage  
Lytle's Redwood Empire Beauty College  
Merritt College\*  
National Training Institute  
PC Tutor  
Pacific Union College\*  
Platt College\*  
Precision Truck School\*  
Rohnert Park Dive Center  
Sebastopol Massage Center  
Sequoia Institute\*  
Sonoma-Marin School of Real Estate  
The ACADemy\*  
Travel Career Academy\*  
Western Institute of Science & Health  
Western Truck School\*

**Regional Occupational Programs**

Sonoma County Regional Occupational Programs (ROP)

**Universities (Public)**

San Francisco State University, College of Extended Learning\*  
Sonoma State University/Extended Education  
U.C. Davis Extension\*

## Occupation-Training Index

\* Indicates schools/training providers located outside Sonoma County (see page 102).

### Accountants & Auditors

Sonoma State University 100

### Actors & Models

College of Marin \*

Julie Nation Academy 81

Sonoma State University 100

### Agricultural Related Occupations

College of the Redwoods \*

Mendocino College \*

Santa Rosa Junior College 90

Sonoma County Regional Occupational Programs (ROP) 97

### Artists

College of Marin \*

Pacific Union College \*

Sonoma State University 100

Sonoma State University-Extended Education 100

### Auto Body Repairers & Painters

College of Marin \*

Sonoma County Regional Occupational Programs (ROP) 97

### Automotive Mechanics

Automotive Diagnostics 69

College of Marin \*

College of the Redwoods \*

Mendocino College \*

Santa Rosa Junior College 90

Sequoia Institute \*

Sonoma County Regional Occupational Programs (ROP) 97

### Bartenders

Bartenders School of Santa Rosa 69

### Bookkeeping, Accounting & Auditing Clerks

Career Transitions 71

College of Marin \*

Empire College-School of Business 74

Heald College 77

Information Management Instruction Training 78

Lewis Adult Education 82

Mendocino College \*

Santa Rosa Junior College 90

Sonoma County Regional Occupational Programs (ROP) 97

### Business Related Occupations

Career Transitions 71

College of Marin \*

College of the Redwoods \*

Empire College-School of Business 74

Information Management Instruction Training 78

Lewis Adult Education 82

Mendocino College \*

Napa Valley College 84

PC Tutor 88

Rohnert Park Dive Center 90

Santa Rosa Junior College 90

Sonoma County Regional Occupational Programs (ROP) 97

Sonoma State University-Extended Education 100

### Cabinetmakers

Sonoma County Regional Occupational Programs (ROP) 97

## Occupation-Training Index--continued

**Carpenters**

Carpenter's 46 JATC	72
College of the Redwoods	*

**Child Care Workers**

College of Marin	*
College of the Redwoods	*
Mendocino College	*
Napa Valley College	84
Santa Rosa Junior College	90
Sonoma County Regional Occupational Programs (ROP)	97

**Computer Network Administrators**

Computer Access & Training Service	*
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**Computer Programmers**

College of Marin	*
Santa Rosa Junior College	90

**Computer Related Occupations**

Career Transitions	71
College of Marin	*
College of the Redwoods	*
Information Management Instruction Training	78
Mendocino College	*
Merritt College	*
Napa Valley College	84
Pacific Union College	*
Santa Rosa Junior College	90
Sonoma State University	100
Sonoma State University-Extended Education	100

**Computer Systems Analysts**

Golden Gate University	*
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**Construction Contractors**

Anthony Schools of Northern California	68
Contractors License Courses	73

**Correctional & Probation Officers**

College of Marin	*
College of the Redwoods	*
Mendocino College	*
Napa Valley College	84
Santa Rosa Junior College	90
Sonoma State University	100

**Cosmeticians**

Lytle's Redwood Empire Beauty College	83
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**Cosmetologists**

Lytle's Redwood Empire Beauty College	83
Napa Valley College	84

**Cost Estimators**

College of the Redwoods	*
Sonoma State University-Extended Education	100

**Counselors, Alcohol & Drug**

College of Marin	*
Mendocino College	*
Sonoma State University	100
Sonoma State University-Extended Education	100

**Counselors, Vocational & Educational**

College of Marin	*
Sonoma State University	100
Sonoma State University-Extended Education	100

## Occupation-Training Index--continued

**Court Reporters**

College of Marin	*
College of the Redwoods	*
Empire College-School of Business	74
Mendocino College	*

**Data Processing Equipment (Computer) Repairers**

College of Marin	*
College of the Redwoods	*
Heald Institute of Technology	*
Mendocino College	*
Napa Valley College	84
National Training Institute	87
Santa Rosa Junior College	90
Sonoma County Regional Occupational Programs (ROP)	97

**Dental Assistants**

College of Marin	*
College of the Redwoods	*
Santa Rosa Junior College	90

**Dental Hygienists**

Pacific Union College	*
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**Designers, Clothing & Fashion**

Santa Rosa Junior College	90
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**Diesel Mechanics**

College of the Redwoods	*
Santa Rosa Junior College	90

**Dietetic Technicians**

Institute for Educational Therapy	79
Pacific Union College	*
Santa Rosa Junior College	90

**Drafters & CAD Operators**

CADD Applications	*
College of Marin	*
College of the Redwoods	*
Engineering Technical Services (ETS)	76
Napa Valley College	84
Pacific Union College	*
Sonoma County Regional Occupational Programs (ROP)	97
The ACADemy	*

**Electrical & Electronic Assemblers**

Center for Employment Training	73
College of Marin	*
College of the Redwoods	*
Heald Institute of Technology	77
Mendocino College	*

**Electrical & Electronic Engineering Technicians**

College of Marin	*
College of the Redwoods	*
Heald Institute of Technology	*
Mendocino College	*
Napa Valley College	84
Santa Rosa Junior College	90

**Electricians**

Redwood Empire Electrical JATC	89
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**Emergency Medical Technicians**

College of the Redwoods	*
Pacific Union College	*
Santa Rosa Junior College	90

**Farm Equipment Mechanics**

Sonoma County Regional Occupational Programs (ROP)	97
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## Occupation-Training Index--continued

**Financial Analysts**

Pacific Union College	*
Sonoma State University	100

**Firefighters**

College of Marin	*
Santa Rosa Junior College	90

**Floor Covering Installers**

Petaluma Adult Education	89
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**Floral Designers**

Santa Rosa Junior College	90
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**Food Service & Restaurant Managers**

College of the Redwoods	*
Bartenders School of Santa Rosa	69

**Forestry Related Occupations**

College of the Redwoods	*
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**General Office Clerks**

College of Marin	*
College of the Redwoods	*
Mendocino College	*
Santa Rosa Junior College	90

**Graphic Arts Designers & Technicians**

Academy of Art College	*
College of Marin	*
College of the Redwoods	*
Lewis Adult Education	82
Platt College	*
Santa Rosa Junior College	90
Sonoma County Regional Occupational Programs (ROP)	97
Sonoma State University	100

**Groundskeepers & Gardeners**

College of Marin	*
Mendocino College	*

**Hazardous Materials Technicians**

Napa Valley College	84
University of California, Davis-Extension	*

**Heavy Equipment Operators**

Operating Engineers JAC	88
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**Home Health Care Workers (Aides)**

American Red Cross, Sonoma County Chapter	67
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**Hypnotherapists**

Alchemy Institute of Healing Arts	67
Hypnotherapy Training Institute	78

**Institution & Cafeteria Cooks**

College of the Redwoods	*
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**Insurance Agents**

Insurance Education Association	*
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**Interior Designers**

College of Marin	*
Santa Rosa Junior College	90

**Journalists**

College of Marin	*
Pacific Union College	*
Sonoma State University	100

**Land Surveyor Technicians**

Santa Rosa Junior College	90
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## Occupation-Training Index--continued

**Landscape Construction Workers**

Marin Community College	*
Santa Rosa Junior College	90

**Law Enforcement Officers**

College of Marin	*
College of the Redwoods	*
Mendocino College	*
Napa Valley College	84
Santa Rosa Junior College	90
Sonoma State University	100

**Legal Secretaries**

College of Marin	*
College of the Redwoods	*
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Heald College	77
Mendocino College	*
Santa Rosa Junior College	90

**Legal Transcriptionists**

College of Marin	*
Mendocino College	*

**Licensed Vocational Nurses**

College of the Redwoods	*
Napa Valley College	84
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Sonoma State University-Extended Education	100

**Machinists**

College of Marin	*
College of the Redwoods	*
Napa Valley College	84
Santa Rosa Junior College	90

**Maintenance Repairers**

Center for Employment Training	73
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**Marketing, Advertising & Public Relations Managers**

Napa Valley College	84
Santa Rosa Junior College	90

**Manicurists**

Lytle's Redwood Empire Beauty College	83
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**Massage Technicians**

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California Institute of Massage & Spa Services	70
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**Medical Assistants**

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**Medical Secretaries**

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**Medical Transcriptionists**

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Mendocino College	*

**Neon Benders**

J & L School of Neon	80
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- Radiologic Technologists, Diagnostic
- Registered Nurses
- Respiratory Therapists

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**Personal Service**

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Cosmeticians  
Cosmetologists  
Counselors, Alcohol & Drug  
Counselors, Vocational & Educational  
Dietetic Technicians  
Home Health Care Workers (Aides)  
Hypnotherapists  
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Journalists  
Food Service & Restaurant Managers  
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Pilots & Flight Instructors  
Real Estate Agents  
Scuba Diving Instructors  
Social Workers  
Speech-Language Pathologists & Audiologists  
Winery Workers

**Protective**

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Firefighters  
Law Enforcement Officers

**Repair & Maintenance**

Maintenance Repairers  
Service Technicians, Office Equipment  
Service Technicians, Pool & Spa

**Sales & Marketing**

Business Related Occupations  
Designers, Clothing & Fashion  
Insurance Agents  
Marketing, Advertising & Public Relations Managers  
Real Estate Agents  
Retail Sales Managers  
Retail Salespersons  
Sales Representatives  
Travel Consultants

**Scientific**

Hazardous Materials Technicians

**Skilled Mechanical**

Auto Body Repairers & Painters

Automotive Mechanics

Diesel Mechanics

Farm Equipment Mechanics

Service Technicians, HVAC

**Technical**

Business Related Occupations

Computer Programmers

Computer Related Occupations

Computer Systems Analysts

Data Processing Equipment (Computer) Repairers

Drafters & CAD Operators

Electrical & Electronic Assemblers

Electrical & Electronic Engineering Technicians

Graphic Arts Designers & Technicians

Land Surveyor Technicians

Photographic Laboratory Workers

Service Technicians, Biomedical Equipment

Service Technicians, Office Equipment

Video Occupations

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## **School/Training Provider Information**



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 School/Training Provider Information--continued

## Alchemy Institute of Healing Arts

2310 Warwick Drive, Santa Rosa, CA 95405  
 Phone: 707-579-4984 Fax: 707-579-4984

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	• Yes	" No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Hypnotherapy**

Occupational Objective:

*Hypnotherapist*

Training Site Location:

*2310 Warwick Dr., Santa Rosa*

#### **Massage**

Occupational Objective:

*Massage Therapist*

Training Site Location:

*2310 Warwick Dr., Santa Rosa*

## American Red Cross (Sonoma County)

465 Tesconi Circle, Santa Rosa, CA 95401  
 Phone: 707-577-7600 Fax: 707-577-7621

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	N/A	
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	• Yes	" No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Home Health Aide Training**

Occupational Objective:

*Home Health Aide*

Training Site Location:

*American Red Cross*

#### **Nursing Assistant Training**

Occupational Objective:

*Nursing Assistant*

Training Site Location:

*American Red Cross*

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 School/Training Provider Information--continued

## Anthony Schools of Northern California

1250 Coddington Center, Suite 1, Santa Rosa, CA 95401

Phone: 707-544-6711

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Contractors Licensing**

Occupational Objective:

*Contractor*

Training Site Location:

*1250 Coddington Center, Suite 1, Santa Rosa*

#### **Real Estate Appraisal**

Occupational Objective:

*Real Estate Appraiser*

Training Site Location:

*1250 Coddington Center, Suite 1, Santa Rosa*

#### **Real Estate Broker**

Occupational Objective:

*Real Estate Broker*

Training Site Location:

*1250 Coddington Center, Suite 1, Santa Rosa*

#### **Real Estate Sales**

Occupational Objective:

*Real Estate Salesperson*

Training Site Location:

*1250 Coddington Center, Suite 1, Santa Rosa*

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 School/Training Provider Information--continued

## Automotive Diagnostics

1290 Holm Road, Suite D, Petaluma, CA 94954  
 Phone: 707-762-1405 Fax: 707-762-1405

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Modern Automotive Technology

Occupational Objective:

*Automotive Technician*

Training Site Location:

*1290 Holm Road, Suite D, Petaluma*

## Bartenders School of Santa Rosa

1050 Hoppe Ave., Bldg. 7A (mail-1731 King Street), Santa Rosa, CA 95403  
 Phone: 707-523-1611

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Bar Management Training

Occupational Objective:

*Bar Manager*

Training Site Location:

*1050 Hoppe Ave., Bldg. 7A, Santa Rosa*

#### Bartending, Banquet & Catering

Occupational Objective:

*Bartender*

Training Site Location:

*1050 Hoppe Ave., Bldg. 7A, Santa Rosa*

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 School/Training Provider Information--continued
**Bartenders School of Santa Rosa**

(continued)

**Bartending, Full Service**

Occupational Objective:

*Bartender*

Training Site Location:

*1050 Hoppe Ave., Bldg. 7A, Santa Rosa***Cocktail Server**

Occupational Objective:

*Servers, Food & Drink*

Training Site Location:

*1050 Hoppe Ave., Bldg. 7A, Santa Rosa***Calif. Institute of Massage & Spa Services**

139 East Napa Street/P.O. Box 673, Sonoma, CA 95476

Phone: 707-939-8964

**Services**

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	" Yes	• No
Career Counseling	• Yes	" No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	" Yes	• No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

**Programs****Massage Technician**

Occupational Objective:

*Massage Therapist*

Training Site Location:

*139 East Napa Street, Sonoma***Spa Service Provider**

Occupational Objective:

*Spa Service Technician*

Training Site Location:

*139 East Napa Street, Sonoma*

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School/Training Provider Information--continued

## Calistoga Massage Therapy School

5959 Commerce Blvd., Suite 13, Rohnert Park, CA 94928  
Phone: 707-586-1953

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Massage Therapy

Occupational Objective:

*Massage Therapist*

Training Site Location:

*5959 Commerce Blvd., Suite 13, Rohnert Park*

## Career Transitions

2235 Challenger Way, Suite 101, Santa Rosa, CA 95407  
Phone: 707-546-6605 Fax: 707-525-1224

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Account Clerk/Assistant Bookkeeper

Occupational Objective:

*Accounting & Bookkeeping Clerk*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa*

#### Administrative Assistant

Occupational Objective:

*Administrative Assistant*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa*

**Career Transitions**

(continued)

**Basic Computer Operations**

Occupational Objective:

*Secretary, Receptionist*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa***General Clerical/Receptionist**

Occupational Objective:

*Receptionist*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa***Medical Front Office**

Occupational Objective:

*Secretary, Receptionist*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa***Sales & Customer Relations**

Occupational Objective:

*Retail Salesperson*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa***Word Processor**

Occupational Objective:

*Word Processor*

Training Site Location:

*2235 Challenger Way, Suite 101, Santa Rosa***Carpenter's 46 JATC**

715 Southpoint Blvd., Petaluma, CA 94952

Phone: 707-762-5840

**Services**

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

**Programs****Carpenter Apprenticeship**

Occupational Objective:

*Carpenter*

Training Site Location:

*715 Southpoint Blvd., Petaluma*

## Center for Employment Training

3273 Airway Drive, Santa Rosa, CA 95401  
Phone: 707-576-1426 Fax: 707-576-1421

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	• Yes	" No
GED Assistance	" Yes	• No

### Programs

#### **Building Maintenance Repair**

Occupational Objective:

*Building Maintenance Worker*

Training Site Location:

*3273 Airway Drive, Santa Rosa*

#### **Electronic Assembly**

Occupational Objective:

*Electronic Assembler*

Training Site Location:

*3273 Airway Drive, Santa Rosa*

## Contractors License Courses

987 Airway Court, Santa Rosa, CA 95403  
Phone: 707-578-8877

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **General Building**

Occupational Objective:

*Building Contractor (Various)*

Training Site Location:

*987 Airway Court, Santa Rosa*

#### **General Engineering**

Occupational Objective:

*Engineering Contractor (Various)*

Training Site Location:

*987 Airway Court, Santa Rosa*

## Cotati-Rohnert Park Adult Education

5860 Labath Ave., Rohnert Park, CA 94928  
Phone: 707-588-5708 Fax: 707-588-5704

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	• Yes	" No
GED Assistance	• Yes	" No

### Programs

#### Computer Software Applications

Occupational Objective:

*Secretary*

Training Site Location:

*5860 Labath Ave., Rohnert Park*

## Empire College-School of Business

3033 Cleveland Ave., Santa Rosa, CA 95403  
Phone: 707-546-4000 Fax: 707-546-4058

### Services

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Accelerated Business Essentials

Occupational Objective:

*Secretary*

Training Site Location:

*Empire College-School of Business*

#### Accounting with Computer Applications

Occupational Objective:

*Accounting Clerk*

Training Site Location:

*Empire College-School of Business*



**Empire College-School of Business**

(continued)

**Administrative Assistant**

Occupational Objective:

*Administrative Assistant*

Training Site Location:

*Empire College-School of Business***Bookkeeping with Computer Applications**

Occupational Objective:

*Bookkeeper*

Training Site Location:

*Empire College-School of Business***Computerized Business Skills**

Occupational Objective:

*Secretary*

Training Site Location:

*Empire College-School of Business***Court Reporting**

Occupational Objective:

*Court Reporter*

Training Site Location:

*Empire College-School of Business***Executive Office Administration**

Occupational Objective:

*Office Manager*

Training Site Location:

*Empire College-School of Business***Legal Office Administration**

Occupational Objective:

*Legal Secretary*

Training Site Location:

*Empire College-School of Business***Legal Secretary**

Occupational Objective:

*Legal Secretary*

Training Site Location:

*Empire College-School of Business***Medical Administrative Assistant**

Occupational Objective:

*Medical Front Office*

Training Site Location:

*Empire College-School of Business***Medical Administrative/Clinical Assistant**

Occupational Objective:

*Medical Assistant*

Training Site Location:

*Empire College-School of Business***Medical Assistant**

Occupational Objective:

*Medical Assistant*

Training Site Location:

*Empire College-School of Business***Medical Clinical Assistant**

Occupational Objective:

*Medical Assistant*

Training Site Location:

*Empire College-School of Business*

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 School/Training Provider Information--continued
**Empire College-School of Business**

(continued)

**Medical Transcriptionist**

Occupational Objective:

*Medical Transcriptionist*

Training Site Location:

*Empire College-School of Business***Travel & Tourism Essentials**

Occupational Objective:

*Travel Agent*

Training Site Location:

*Empire College-School of Business***Engineering Technical Services (ETS)**

194 B Wikiup Drive, Santa Rosa, CA 95403

Phone: 707-546-4300 Fax: 707-546-2444

**Services**

Financial Aid/Assistance	"	Yes	•	No
Job Placement Assistance	•	Yes	"	No
Career Counseling	"	Yes	•	No
Career/Vocational Assessment	•	Yes	"	No
Public Transportation Nearby	•	Yes	"	No
On-Site Child Care	"	Yes	•	No
Veteran Approved	•	Yes	"	No
Disabled Student Services	"	Yes	•	No
Learning Disabilities Program(s)	"	Yes	•	No
Academic Advising/Counseling	•	Yes	"	No
Tutorial Services	•	Yes	"	No
ESL Courses	"	Yes	•	No
GED Assistance	"	Yes	•	No

**Programs****Computer Aided Drafting**

Occupational Objective:

*Drafter, CAD Operators*

Training Site Location:

*194 B Wikiup Drive, Santa Rosa*

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 School/Training Provider Information--continued

## Heald College

2425 Mendocino Ave., Santa Rosa, CA 95403  
 Phone: 707-525-1300 Fax: 707-527-0251

### Services

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	• Yes	" No

### Programs

#### **Accounting**

Occupational Objective:

*Accounting Clerk, Bookkeeper*

Training Site Location:

*2425 Mendocino Ave., Santa Rosa*

#### **Computer Business Administration**

Occupational Objective:

*Office Manager, Office Assistant*

Training Site Location:

*2425 Mendocino Ave., Santa Rosa*

#### **Computer Office Administration**

Occupational Objective:

*Executive Secretary/Administrative Assistant*

Training Site Location:

*2425 Mendocino Ave., Santa Rosa*

#### **Legal Office Administration**

Occupational Objective:

*Legal Secretary*

Training Site Location:

*2425 Mendocino Ave., Santa Rosa*

#### **Medical Office Administration**

Occupational Objective:

*Medical Front Office, Medical Secretary*

Training Site Location:

*2425 Mendocino Ave., Santa Rosa*

## Hypnotherapy Training Institute

4640 Sonoma Highway, Santa Rosa, CA 95409  
Phone: 707-579-9023 Fax: 707-838-1470

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Hypnotherapy Training**

Occupational Objective:

*Hypnotherapist*

Training Site Location:

*4640 Sonoma Highway, Santa Rosa*

## Information Management Instruction Training

1160 Industrial Ave., Suite J, Petaluma, CA 94952  
Phone: 707-765-1325 Fax: 707-762-3716

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Accounting Clerk**

Occupational Objective:

*Accounting Clerk, Bookkeeper*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

#### **Administrative Assistant**

Occupational Objective:

*Administrative Assistant*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

## Information Management Instruction Training (continued)

### Customer Service Rep./Secretary

Occupational Objective:

*Secretary*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

### Medical Front Office

Occupational Objective:

*Medical Front Office, Medical Secretary*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

### Microcomputer Support/LAN Technician

Occupational Objective:

*LAN Technician*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

### Publishing/Marketing Assistant

Occupational Objective:

*Marketing Assistant*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

### Software Refresher Program

Occupational Objective:

*Business Related Occupations*

Training Site Location:

*1160 Industrial Ave., Suite J, Petaluma*

## Institute for Educational Therapy

7981 Old Redwood Highway, Suite F, Cotati, CA 94931

Phone: 707-795-1284 Fax: 707-795-3375

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Certified Diet Counselor

Occupational Objective:

*Diet Counselor*

Training Site Location:

*7981 Old Redwood Highway, Suite F, Cotati*

#### Certified Clinical Nutritionist Consultant

Occupational Objective:

*Nutritionist Consultant*

Training Site Location:

*7981 Old Redwood Highway, Suite F, Cotati*

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School/Training Provider Information--continued

**Institute for Educational Therapy**  
(continued)

**Certified Nutrition Educator**

Occupational Objective:

*Nutritionist*

Training Site Location:

*7981 Old Redwood Highway, Suite F, Cotati*
**Institute of Imaginal Studies**

47 Sixth Street, Petaluma, CA 94952

Phone: 707-765-1836 Fax: 707-765-2351

**Services**

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

**Programs**
**Psychology**

Occupational Objective:

*Psychologist*

Training Site Location:

*47 Sixth St., Petaluma*
**J & L School of Neon**

5277 Aero Drive, Santa Rosa, CA 95403

Phone: 707-525-8521 Fax: 707-525-0205

**Services**

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

**Programs**
**Neon Bending**

Occupational Objective:

*Neon Bender*

Training Site Location:

*5277 Aero Drive, Santa Rosa*

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 School/Training Provider Information--continued

## Julie Nation Academy

170 Farmers Lane, Santa Rosa, CA 95405

Phone: 707-575-8585 Fax: 707-576-7041

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	• Yes	" No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Method Acting**

Occupational Objective:

*Actor*

Training Site Location:

*170 Farmers Lane, Santa Rosa*

#### **Personal Development**

Occupational Objective:

*Actor, Model*

Training Site Location:

*170 Farmers Lane, Santa Rosa*

#### **Professional Modeling**

Occupational Objective:

*Model*

Training Site Location:

*170 Farmers Lane, Santa Rosa*

#### **TV Commercial Acting**

Occupational Objective:

*Actor*

Training Site Location:

*170 Farmers Lane, Santa Rosa*

## Jupiter Hollow School for Massage

927 Scenic Ave./P.O. Box 8043, Santa Rosa, CA 95407  
Phone: 707-584-7903

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	" Yes	• No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Massage Practitioner

Occupational Objective:

*Massage Therapist*

Training Site Location:

*972 Scenic Ave., Santa Rosa*

## Lewis Adult Education

2230 Lomitas Ave., Santa Rosa, CA 95404  
Phone: 707-528-5421

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	• Yes	" No
GED Assistance	• Yes	" No

### Programs

#### Bookkeeping

Occupational Objective:

*Bookkeeping Clerk*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

#### Computerized Bookkeeping

Occupational Objective:

*Accounting Clerk, Bookkeeper*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*



## Lewis Adult Education (continued)

### Database Management

Occupational Objective:

*Secretary*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

### Desktop Publishing

Occupational Objective:

*Computer Graphics*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

### Medical Terminology

Occupational Objective:

*Medical Secretary*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

### Office Practice

Occupational Objective:

*Receptionist, Secretary*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

### Word Processing, Intermediate

Occupational Objective:

*Secretary*

Training Site Location:

*2230 Lomitas Ave., Santa Rosa*

## Lytle's Redwood Empire Beauty College

186 Wikiup Drive, Santa Rosa, CA 95403

Phone: 707-545-8449 Fax: 707-545-7258

### Services

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	" Yes	• No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Cosmetology

Occupational Objective:

*Cosmetologist*

Training Site Location:

*186 Wikiup Drive, Santa Rosa*

#### Esthetics

Occupational Objective:

*Cosmetician*

Training Site Location:

*186 Wikiup Drive, Santa Rosa*

**Lytle's Redwood Empire Beauty College**

(continued)

**Manicuring**

Occupational Objective:

*Manicurist*

Training Site Location:

*186 Wikiup Drive, Santa Rosa***Napa Valley College**

2277 Napa-Vallejo Highway, Napa, CA 94558

Phone: 707-253-3000 Fax: 707-253-3015

**Services**

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	• Yes	" No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	• Yes	" No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	• Yes	" No
GED Assistance	" Yes	• No

**Certificate Programs****Administration of Justice-Corrections/Probation**

Occupational Objective:

*Correctional Officer, Probation Officer*

Training Site Location:

*Napa Valley College***Administration of Justice-Law Enforcement**

Occupational Objective:

*Police Officer, Sheriff's Deputy*

Training Site Location:

*Napa Valley College***Administration of Justice-Wildlife Law Enforcement**

Occupational Objective:

*Game Warden*

Training Site Location:

*Napa Valley College***Biomedical Electronics Technology**

Occupational Objective:

*Biomedical Equipment Service Technician*

Training Site Location:

*Napa Valley College***Bookkeeping**

Occupational Objective:

*Bookkeeper, Accounting Clerk*

Training Site Location:

*Napa Valley College***Communications Technology**

Occupational Objective:

*Video Occupations*

Training Site Location:

*Napa Valley College*

**Napa Valley College**

(continued)

**Computer Studies-Management Information Systems**

Occupational Objective:

*Computer Related Occupations*

Training Site Location:

*Napa Valley College***Computer Studies-Microcomputer Applications Specialist**

Occupational Objective:

*Secretary, Receptionist*

Training Site Location:

*Napa Valley College***Child & Family Studies**

Occupational Objective:

*Day Care Provider*

Training Site Location:

*Napa Valley College***Cosmetology**

Occupational Objective:

*Cosmetologist*

Training Site Location:

*Napa Valley College***Drafting Technology-Architectural**

Occupational Objective:

*Drafter, CAD Operator*

Training Site Location:

*Napa Valley College***Drafting Technology-General**

Occupational Objective:

*Drafter, CAD Operator*

Training Site Location:

*Napa Valley College***Electronics Technology**

Occupational Objective:

*Electronic Engineering Occupations*

Training Site Location:

*Napa Valley College***Environmental Technology**

Occupational Objective:

*Hazardous Materials Technician*

Training Site Location:

*Napa Valley College***Machine Tool Technology**

Occupational Objective:

*Machinist*

Training Site Location:

*Napa Valley College***Management & Supervision**

Occupational Objective:

*Office Manager*

Training Site Location:

*Napa Valley College***Marketing**

Occupational Objective:

*Marketing, Advertising, & P.R. Managers*

Training Site Location:

*Napa Valley College*

**Napa Valley College**

(continued)

**Office Assistant Studies**

Occupational Objective:

*Office Assistant*

Training Site Location:

*Napa Valley College***Paralegal Studies**

Occupational Objective:

*Paralegal, Legal Assistant*

Training Site Location:

*Napa Valley College***Photography Technology**

Occupational Objective:

*Photographic Lab Worker*

Training Site Location:

*Napa Valley College***Psychiatric Technician**

Occupational Objective:

*Psychiatric Technician*

Training Site Location:

*Napa Valley College***Public Administration**

Occupational Objective:

*Business Related Occupations*

Training Site Location:

*Napa Valley College***Real Estate**

Occupational Objective:

*Real Estate Agent*

Training Site Location:

*Napa Valley College***Respiratory Therapy**

Occupational Objective:

*Respiratory Therapist*

Training Site Location:

*Napa Valley College***Telecommunications Technology**

Occupational Objective:

*Electronic Engineering Occupations*

Training Site Location:

*Napa Valley College***Viticulture & Winery Technology**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Napa Valley College***Vocational Nursing**

Occupational Objective:

*Licensed Vocational Nurse*

Training Site Location:

*Napa Valley College***Welding Technology**

Occupational Objective:

*Welder*

Training Site Location:

*Napa Valley College*

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 School/Training Provider Information--continued
**Napa Valley College**

(continued)

**Wine Marketing & Sales**

Occupational Objective:

*Sales Representative*

Training Site Location:

*Napa Valley College***National Training Institute**

359 Bel Marin Keys Blvd., Suite 22, Novato, CA 94949

Phone: 415-883-5610 Fax: 415-883-2947

**Services**

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

**Programs****Computer Repair**

Occupational Objective:

*Computer Service Technician*

Training Site Location:

*National Training Institute, Novato***Electronic Equipment Repair Technology**

Occupational Objective:

*Office Machine Service Technician*

Training Site Location:

*National Training Institute, Novato*

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 School/Training Provider Information--continued

## Operating Engineers JAC

3900 Mayette Ave., Sonoma, CA 95476

Phone: 707-545-1724

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Operating Engineer Apprenticeship

Occupational Objective:

*Operating Engineer*

Training Site Location:

*3900 Mayette Ave., Sonoma*

## PC Tutor

5005 Parkhurst Drive, Santa Rosa, CA 95409

Phone: 707-537-1213 Fax: 707-538-4059

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	N/A	
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Computer Training

Occupational Objective:

*Personal Computer Operations*

Training Site Location:

*Training at Customer's location*

## Petaluma Adult Education

11 Fifth Street, Petaluma, CA 94952

Phone: 707-778-4633 Fax: 707-778-4822

### Services

Financial Aid/Assistance	"	Yes	•	No
Job Placement Assistance	"	Yes	•	No
Career Counseling	"	Yes	•	No
Career/Vocational Assessment	"	Yes	•	No
Public Transportation Nearby	•	Yes	"	No
On-Site Child Care	"	Yes	•	No
Veteran Approved	"	Yes	•	No
Disabled Student Services	"	Yes	•	No
Learning Disabilities Program(s)	"	Yes	•	No
Academic Advising/Counseling	"	Yes	•	No
Tutorial Services	"	Yes	•	No
ESL Courses	•	Yes	"	No
GED Assistance	•	Yes	"	No

### Programs

#### **Carpet Layer/Floor Covering Apprenticeship**

Occupational Objective:

*Floor Covering Installer*

Training Site Location:

*11 Fifth St., Petaluma*

#### **Sheet Metal Apprenticeship**

Occupational Objective:

*Sheet Metal Worker*

Training Site Location:

*11 Fifth St., Petaluma*

## Redwood Empire Electrical JATC

1702 Corby Ave., Suite F, Santa Rosa, CA 95407

Phone: 707-523-3837 Fax: 707-542-9134

### Services

Financial Aid/Assistance	"	Yes	•	No
Job Placement Assistance	•	Yes	"	No
Career Counseling	"	Yes	•	No
Career/Vocational Assessment	"	Yes	•	No
Public Transportation Nearby	•	Yes	"	No
On-Site Child Care	"	Yes	•	No
Veteran Approved	•	Yes	"	No
Disabled Student Services	"	Yes	•	No
Learning Disabilities Program(s)	"	Yes	•	No
Academic Advising/Counseling	"	Yes	•	No
Tutorial Services	"	Yes	•	No
ESL Courses	"	Yes	•	No
GED Assistance	"	Yes	•	No

### Programs

#### **Electrical Apprenticeship**

Occupational Objective:

*Electrician*

Training Site Location:

*1702 Corby Ave., Suite F, Santa Rosa*

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School/Training Provider Information--continued

## Rohnert Park Dive Center

5665 Redwood Drive, Suite B, Rohnert Park, CA 94928  
 Phone: 707-584-2323 Fax: 707-584-2324

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### Basic Scuba Diving

Occupational Objective:

*Scuba Diver*

Training Site Location:

*5665 Redwood Dr., Suite B, Rohnert Park*

#### Dive Center Operations

Occupational Objective:

*Dive Center Owner/Operator*

Training Site Location:

*5665 Redwood Dr., Suite B, Rohnert Park*

#### Professional Diving (Various Levels)

Occupational Objective:

*Scuba Diving Instructor*

Training Site Location:

*5665 Redwood Dr., Suite B, Rohnert Park*

## Santa Rosa Junior College

1501 Mendocino Ave., Santa Rosa, CA 95401

Phone: 707-527-4011

### Services

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	• Yes	" No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	• Yes	" No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	• Yes	" No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	• Yes	" No
GED Assistance	" Yes	• No

### Certificate Programs

#### Accountant Assistant

Occupational Objective:

*Accounting Clerk*

Training Site Location:

*Santa Rosa Junior College*



**Santa Rosa Junior College**

(continued)

**Administrative Assistant**

Occupational Objective:

*Administrative Assistant*

Training Site Location:

*Santa Rosa Junior College***Aeronautical & Aviation Technology**

Occupational Objective:

*Pilot*

Training Site Location:

*Santa Rosa Junior College***Agribusiness**

Occupational Objective:

*Agricultural and Business Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Agriculture, General**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Animal Science**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Applied Graphics**

Occupational Objective:

*Graphic Arts Technician*

Training Site Location:

*Santa Rosa Junior College***Architecture & Construction Technology**

Occupational Objective:

*Carpenter*

Training Site Location:

*Santa Rosa Junior College***Automotive Technology**

Occupational Objective:

*Automotive Technician*

Training Site Location:

*Santa Rosa Junior College***Bookkeeping**

Occupational Objective:

*Bookkeeper, Accounting Clerk*

Training Site Location:

*Santa Rosa Junior College***Civil & Surveying Technology**

Occupational Objective:

*Land Surveyor Technician*

Training Site Location:

*Santa Rosa Junior College***Client Service Specialist**

Occupational Objective:

*Human/Social Services Worker*

Training Site Location:

*Santa Rosa Junior College*

**Santa Rosa Junior College**  
(continued)**Clothing & Textiles**

Occupational Objective:

*Designer, Clothing & Fashion*

Training Site Location:

*Santa Rosa Junior College***Computer Programmer**

Occupational Objective:

*Computer Programmer*

Training Site Location:

*Santa Rosa Junior College***Computerized Office Training**

Occupational Objective:

*Secretary, Receptionist*

Training Site Location:

*Santa Rosa Junior College***Corrections**

Occupational Objective:

*Correctional Officer*

Training Site Location:

*Santa Rosa Junior College***Culinary Training**

Occupational Objective:

*Restaurant Cook/Chef*

Training Site Location:

*Santa Rosa Junior College***Dental Assistant**

Occupational Objective:

*Dental Assistant*

Training Site Location:

*Santa Rosa Junior College***Diesel/Equipment Technology**

Occupational Objective:

*Diesel Mechanic*

Training Site Location:

*Santa Rosa Junior College***Diet Technology**

Occupational Objective:

*Dietetic Technician*

Training Site Location:

*Santa Rosa Junior College***Display Design**

Occupational Objective:

*Retail Salesperson*

Training Site Location:

*Santa Rosa Junior College***Early Childhood Education**

Occupational Objective:

*Child Care Worker*

Training Site Location:

*Santa Rosa Junior College***Early Childhood Education , Advanced**

Occupational Objective:

*Preschool Teacher*

Training Site Location:

*Santa Rosa Junior College*

**Santa Rosa Junior College**  
(continued)**Electronic Technology**

Occupational Objective:

*Electronic Technician*

Training Site Location:

*Santa Rosa Junior College***Emergency Medical Technician**

Occupational Objective:

*Emergency Medical Technician*

Training Site Location:

*Santa Rosa Junior College***Fashion Careers**

Occupational Objective:

*Retail Salesperson*

Training Site Location:

*Santa Rosa Junior College***Fire Technology**

Occupational Objective:

*Firefighter*

Training Site Location:

*Santa Rosa Junior College***Floristry**

Occupational Objective:

*Floral Designer*

Training Site Location:

*Santa Rosa Junior College***Horse Management**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Interior Design**

Occupational Objective:

*Interior Designer*

Training Site Location:

*Santa Rosa Junior College***Landscape Management**

Occupational Objective:

*Nursery Worker, Landscape Construction Worker*

Training Site Location:

*Santa Rosa Junior College***Law Enforcement**

Occupational Objective:

*Law Enforcement Officer*

Training Site Location:

*Santa Rosa Junior College***Legal Secretary**

Occupational Objective:

*Legal Secretary*

Training Site Location:

*Santa Rosa Junior College***Machine Tool Technology**

Occupational Objective:

*Machinist*

Training Site Location:

*Santa Rosa Junior College*

**Santa Rosa Junior College**  
(continued)**Medical Assisting, Administrative**

Occupational Objective:

*Medical Assistant*

Training Site Location:

*Santa Rosa Junior College***Microcomputer Systems Specialist**

Occupational Objective:

*Computer Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Microcomputer Systems User**

Occupational Objective:

*Secretary*

Training Site Location:

*Santa Rosa Junior College***Natural Resource Conservation Technology**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Santa Rosa Junior College***Nurse Assistant/Home Health Aide**

Occupational Objective:

*Nurse Assistant, Home Health Aide*

Training Site Location:

*Santa Rosa Junior College***Nursery Production**

Occupational Objective:

*Nursery Worker*

Training Site Location:

*Santa Rosa Junior College***Nursing (RN)**

Occupational Objective:

*Registered Nurse*

Training Site Location:

*Santa Rosa Junior College***Nursing (LVN)**

Occupational Objective:

*Licensed Vocational Nurse*

Training Site Location:

*Santa Rosa Junior College***Office Worker, Entry Level**

Occupational Objective:

*Receptionist, Secretary*

Training Site Location:

*Santa Rosa Junior College***Paramedic**

Occupational Objective:

*Paramedic*

Training Site Location:

*Santa Rosa Junior College***Park & Recreation Technology**

Occupational Objective:

*Agricultural/Recreation Related Occupations*

Training Site Location:

*Santa Rosa Junior College*

**Santa Rosa Junior College**  
(continued)**Plant Science**

Occupational Objective:  
*Agricultural Related Occupations*  
Training Site Location:  
*Santa Rosa Junior College*

**Psychiatric Technician**

Occupational Objective:  
*Psychiatric Technician*  
Training Site Location:  
*Santa Rosa Junior College*

**Radiologic Technology**

Occupational Objective:  
*Radiologic Technologist*  
Training Site Location:  
*Santa Rosa Junior College*

**Ranger Academy**

Occupational Objective:  
*Forest Ranger*  
Training Site Location:  
*Santa Rosa Junior College*

**Real Estate**

Occupational Objective:  
*Real Estate Agent*  
Training Site Location:  
*Santa Rosa Junior College*

**Retail Merchandising Management**

Occupational Objective:  
*Retail Sales Manager*  
Training Site Location:  
*Santa Rosa Junior College*

**Sales & Marketing**

Occupational Objective:  
*Sales Representative, Retail Salesperson*  
Training Site Location:  
*Santa Rosa Junior College*

**Small Business Management**

Occupational Objective:  
*Business Related Occupations*  
Training Site Location:  
*Santa Rosa Junior College*

**Supervisory Management**

Occupational Objective:  
*Office Manager, Administrative Assistant*  
Training Site Location:  
*Santa Rosa Junior College*

**Viticulture Management**

Occupational Objective:  
*Agricultural Related Occupations*  
Training Site Location:  
*Santa Rosa Junior College*

**Welding Technology**

Occupational Objective:  
*Welder*  
Training Site Location:  
*Santa Rosa Junior College*

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 School/Training Provider Information--continued

## Santa Rosa Junior College

(continued)

### Wine Marketing & Sales

Occupational Objective:

*Sales Representative*

Training Site Location:

*Santa Rosa Junior College*

## Sebastopol Massage Center

108 North Main St., Suite 5, Sebastopol, CA 95472

Phone: 707-823-3550

### Services

Financial Aid/Assistance	"	Yes	•	No
Job Placement Assistance	"	Yes	•	No
Career Counseling	"	Yes	•	No
Career/Vocational Assessment	"	Yes	•	No
Public Transportation Nearby	•	Yes	"	No
On-Site Child Care	"	Yes	•	No
Veteran Approved	•	Yes	"	No
Disabled Student Services	•	Yes	"	No
Learning Disabilities Program(s)	"	Yes	•	No
Academic Advising/Counseling	"	Yes	•	No
Tutorial Services	•	Yes	"	No
ESL Courses	"	Yes	•	No
GED Assistance	"	Yes	•	No

### Programs

#### Massage Therapy

Occupational Objective:

*Massage Therapist*

Training Site Location:

*108 North Main St., Suite 5, Sebastopol*

## Sheet Metal Training School Local 104

1250 Petaluma Blvd. North, Petaluma, CA 94952

Phone: 707-762-0181

### Services

Financial Aid/Assistance	"	Yes	•	No
Job Placement Assistance	•	Yes	"	No
Career Counseling	"	Yes	•	No
Career/Vocational Assessment	"	Yes	•	No
Public Transportation Nearby	•	Yes	"	No
On-Site Child Care	"	Yes	•	No
Veteran Approved	•	Yes	"	No
Disabled Student Services	"	Yes	•	No
Learning Disabilities Program(s)	"	Yes	•	No
Academic Advising/Counseling	"	Yes	•	No
Tutorial Services	"	Yes	•	No
ESL Courses	"	Yes	•	No
GED Assistance	"	Yes	•	No

### Programs

#### Sheet Metal Apprenticeship

Occupational Objective:

*Sheet Metal Worker*

Training Site Location:

*1250 Petaluma Blvd. North, Petaluma*

## Sonoma County Regional Occupational Programs (ROP)

5340 Skylane Blvd., Santa Rosa, CA 95403  
Phone: 707-524-2720 Fax: 707-578-3156

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	• Yes	" No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Agricultural Economics & Government**

Occupational Objective:  
*Agricultural Related Occupations*  
Training Site Location:  
*Petaluma High School*

#### **Agricultural Mechanics**

Occupational Objective:  
*Farm Equipment Mechanic*  
Training Site Location:  
*Sonoma Valley High School*

#### **Auto Body Repair & Paint**

Occupational Objective:  
*Auto Body Repairer & Painter*  
Training Site Location:  
*Healdsburg High School*

#### **Auto Mechanics**

Occupational Objective:  
*Automotive Technician*  
Training Site Location:  
*Casa Grande & Cloverdale High Schools*

#### **Cabinet Making/Furniture Construction**

Occupational Objective:  
*Cabinetmaker*  
Training Site Location:  
*Piner High School*

#### **Computer Aided Drafting**

Occupational Objective:  
*Drafter, CAD Operator*  
Training Site Location:  
*El Molino, Montgomery, & Piner High Schools*

#### **Computer Applications in Business**

Occupational Objective:  
*Secretary*  
Training Site Location:  
*5 sites, contact Sonoma County ROP for locations*

#### **Computerized Accounting**

Occupational Objective:  
*Account Clerk, Bookkeeper*  
Training Site Location:  
*Rancho Cotate High School*

**Sonoma County ROP**

(continued)

**Desktop Publishing**

Occupational Objective:

*Computer Graphics*

Training Site Location:

*Petaluma & Cotate High Schools***Electronics Technology**

Occupational Objective:

*Computer Service Technician*

Training Site Location:

*4 sites, contact Sonoma County ROP for locations***Entrepreneurship**

Occupational Objective:

*Business Related Occupations*

Training Site Location:

*Santa Rosa & Healdsburg High Schools***Health Care, Preparation for**

Occupational Objective:

*Medical Assistant*

Training Site Location:

*Montgomery & Elsie Allen High Schools***Natural Resources Management**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Petaluma High School***Occupations with Children**

Occupational Objective:

*Child Care Worker, Teacher's Aide*

Training Site Location:

*5 sites, contact Sonoma County ROP for locations***Ornamental Horticulture**

Occupational Objective:

*Agricultural Related Occupations*

Training Site Location:

*Cloverdale, Sonoma Valley, & Petaluma High Schools***Retail Merchandising/Advanced Marketing**

Occupational Objective:

*Retail Salesperson*

Training Site Location:

*Healdsburg & Santa Rosa High Schools, Petaluma Fairgrounds***Retail Merchandising Cooperative Vocational Education (COOP)**

Occupational Objective:

*Retail Salesperson*

Training Site Location:

*Santa Rosa High School***Sports Medicine**

Occupational Objective:

*Physical Therapy Aide*

Training Site Location:

*Montgomery High School***Video Communications**

Occupational Objective:

*Video Occupations*

Training Site Location:

*Analy High School***Welding**

Occupational Objective:

*Welder*

Training Site Location:

*Petaluma & Casa Grande High School*



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School/Training Provider Information--continued

## Sonoma-Marin School of Real Estate

5430 Commerce Blvd., Suite J, Rohnert Park, CA 94928  
Phone: 707-586-9448

### Services

Financial Aid/Assistance	" Yes	• No
Job Placement Assistance	" Yes	• No
Career Counseling	" Yes	• No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	N/A	
On-Site Child Care	" Yes	• No
Veteran Approved	" Yes	• No
Disabled Student Services	" Yes	• No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	" Yes	• No
Tutorial Services	" Yes	• No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Correspondence/License Preparation Programs:**

*Real Estate Appraiser*  
*Real Estate Broker*  
*Real Estate Sales*

## Western Institute of Science & Health

102 Avram Ave., Suite 103A, Rohnert Park, CA 94928  
Phone: 707-664-9267 Fax: 707-664-9237

### Services

Financial Aid/Assistance	• Yes	" No
Job Placement Assistance	• Yes	" No
Career Counseling	• Yes	" No
Career/Vocational Assessment	" Yes	• No
Public Transportation Nearby	• Yes	" No
On-Site Child Care	" Yes	• No
Veteran Approved	• Yes	" No
Disabled Student Services	• Yes	" No
Learning Disabilities Program(s)	" Yes	• No
Academic Advising/Counseling	• Yes	" No
Tutorial Services	• Yes	" No
ESL Courses	" Yes	• No
GED Assistance	" Yes	• No

### Programs

#### **Occupational Therapy Assistant Training**

Occupational Objective:

*Occupational Therapy Assistant*

Training Site Location:

*102 Avram Ave., Suite 103A, Rohnert Park*

#### **Physical Therapist Assistant Training**

Occupational Objective:

*Physical Therapist Assistant*

Training Site Location:

*102 Avram Ave., Suite 103A, Rohnert Park*

## Sonoma State University

1801 East Cotati Ave., Rohnert Park, CA 94928  
Phone: 707-664-2346 Fax: 707-664-2505

### Degree Programs

Afro-American Studies (Undergraduate)  
Anthropology (Undergraduate)  
Art (Undergraduate)  
Art Studio (Undergraduate)  
Biology (Graduate)  
Biology (Undergraduate)  
Business Administration (Graduate)  
Business Administration (Undergraduate)  
Chemistry (Undergraduate)  
Communication Studies (Undergraduate)  
Computer & Information Sciences (Undergraduate)  
Counseling (Graduate)  
Criminal Justice Administration (Undergraduate)  
Cultural Resources Management (Graduate)  
Economics (Undergraduate)  
Education (Graduate)  
English (Graduate)  
English (Undergraduate)  
Environmental Studies (Undergraduate)  
French (Undergraduate)  
Geography (Undergraduate)  
Geology (Undergraduate)  
German (Undergraduate)  
History (Graduate)  
History (Undergraduate)  
India Studies (Undergraduate)  
Interdisciplinary Studies (Graduate)  
Liberal Studies (Undergraduate)  
Mathematics (Undergraduate)  
Mexican American Studies (Undergraduate)

Music (Undergraduate)  
Nursing (Graduate)  
Nursing (Undergraduate)  
Philosophy (Undergraduate)  
Physical Education & Health Sciences (Undergraduate)  
Physical Education (Graduate)  
Physics (Undergraduate)  
Political Science (Undergraduate)  
Psychology (Graduate)  
Psychology (Undergraduate)  
Public Administration (Graduate)  
Sociology (Undergraduate)  
Spanish (Undergraduate)  
Theater Arts (Undergraduate)

### Extended Education Certificate Programs

Phone: 707-664-2394

Anthropology  
Art  
Attorney Assistant Program  
Computer Technology  
Construction Management  
Counseling  
Educational Technology  
English & Writing  
Environmental Health & Safety  
Human Resource Management  
Languages  
Management & Supervision  
Natural History  
Nursing  
Psychology  
School Business Management  
Women's Studies



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## **Additional Training Providers**

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Additional Training Providers**Academy of Art College**

79 New Montgomery Street  
San Francisco, CA 94105  
415-274-2200  
"Advanced Computer Arts"

**CADD Applications**

55 Professional Center Parkway, Suite M  
San Rafael, CA 94903  
415-479-9948  
"CADD Training"

**California Culinary Academy**

625 Polk Street  
San Francisco, CA 94102  
800-229-2433  
"Culinary Arts"

**College of Marin**

835 College Ave.  
Kentfield, CA 94904  
415-457-8811  
Fax: 415-456-7770  
"Various Programs"

**College of the Redwoods**

1211 Del Mar Drive  
Fort Bragg, CA 95437  
707-445-6700  
"Various Programs"

**Computer Access & Training Service**

255 West End Ave.  
San Rafael, CA 94901  
415-456-1638  
"Computer Netware Administration"

**Diversified Office & Teaching Services**

1135 Rutherford Road  
Rutherford, CA 94573  
707-944-0300  
Fax: 707-963-0507  
"Office & Computer Related Programs"

**Falcon Truck School**

2402 Sacramento Street  
Vallejo, CA 94590  
707-643-1700  
"Truck Driver Training"

**Golden Gate University**

536 Mission Street  
San Francisco, CA 94105  
415-442-7845  
"Various Programs"

**Hartsog**

P.O. Box 760  
Lodi, CA 95241  
707-339-9324  
"Heating, Ventilation, & Air Conditioning Servicer"

**Heald Institute of Technology**

2860 Howe Road  
Martinez, CA 94553  
510-228-9000  
"Electronics Technician Training"

**Insurance Education Association**

100 California Street, #1100  
San Francisco, CA 94111  
415-986-6356  
"Insurance Professional Development"

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Additional Training Providers--continued**Mendocino College**

P.O. Box 3000  
Ukiah, CA 95482  
707-468-3102  
"Business Office Technician"

**Merritt College**

12500 Campus Drive  
Oakland, CA 94619  
510-531-4911  
"Various Programs"

**Pacific Union College**

460 Howell Mountain Road  
Angwin, CA 94508  
800-862-7080  
Fax: 707-965-6432  
"Various Programs"

**Platt College**

301 Mission Street  
San Francisco, CA 94105  
415-495-4000  
"Graphic Design & Multimedia"

**Precision Truck School**

7700 Edgewater Drive, #836  
Oakland, CA 94621  
510-638-7078  
"Truck Driver Training"

**San Francisco State University-Extended Learning**

1600 Holloway Ave.  
San Francisco, CA 94132  
415-338-1373  
"Various Programs"

**Sequoia Institute**

420 Whitney Place  
Fremont, CA 94539  
510-770-3886  
"Applied Automotive Technology"

**The ACADemy**

100 Ebbtide Ave., Bldg. 4  
Sausalito, CA 94965  
415-331-9466  
"CAD Training"

**Travel Career Academy**

663 Trancas Street  
Napa, CA 94558  
707-254-8667  
Fax: 707-255-2294  
"Travel Agent"

**University of California, Davis-Extension**

Davis, CA 95616  
916-757-8895  
"Various Programs"

**Western Truck School**

3990 Industrial Blvd.  
West Sacramento, CA 95691  
800-929-1320  
"Tractor/Trailer Operator Program"



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## Appendix



## Using the Occupational Outlook Profiles

### Before You Begin...

There are twenty-five occupational outlook profiles in this publication, with each of the first twenty-four following the same basic two-page format as outlined below. The last profile is a special survey report on Winery Workers. Unless otherwise noted, the data in the occupational outlook profiles are based on local employer surveys as outlined in the Research Methods section of this report. The survey year can be found at the beginning of each profile and indicates the year that the data was collected.

☞ **Tip:** *Keep in mind that occupational information reflects a "snapshot in time" and that new information (since the data was collected) may need to be considered. This is especially true if the profile is more than three years old or if there are (or have been) significant changes in technology or economic conditions.*

### Occupational Titles & Definitions

The occupational titles and definitions at the top of each profile are based on job classifications from the Occupational Employment Statistics (OES) Dictionary developed by the U.S. Department of Labor for the purposes of occupational projections. Virtually all jobs in the labor market fall into one of about 700 OES classifications. Additional titles more commonly used by employers may also be included for clarity.

☞ **Tip:** *The Dictionary of Occupational Titles (DOT) has over 12,000 classifications, and the Occupational Outlook Handbook (OOH) has 250 occupational categories covering about 85% of all jobs.*

### Training, Experience and Other Requirements

The information in this section includes such information as:

1. The education level of "most recent hires";
2. Whether employers tend to require prior experience or not;
3. The "point-of-entry" for getting into the occupation (if different);
4. What other occupations may lie ahead in the "career path"; and
5. Information on hours worked per week.

#### ☞ **Tips:**

1. *Employers experience requirements are often flexible, with many employers willing to substitute training for experience; small employers in particular are often willing to waive requirements if they believe they have the "right" applicant; and*
2. *Full-time positions are often filled by promoting from among part-time (or temporary) employees.*

### Getting the Training

Indicates whether certificate training programs are available for the occupation and, if so, the general length of the training period. Refer to the Training Directory elsewhere in this publication for information on who may provide related training.

### Getting the Job

Describes the major employing industries for the occupation and the methods most often used by employers to recruit applicants or fill job openings.

## Potential Earnings and Benefits

Wage ranges and median wages are provided at three levels of skill and experience. In most cases, extreme high and low values have been excluded to allow for a more useful range estimate. Earnings information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. The data is not intended to represent official prevailing wages. Benefit information indicates the extent in which employers provide medical insurance and other fringe benefits to full-time employees. Benefits most frequently provided by employers are listed in descending order.

### 9 Tips:

1. Benefits are often not available to part-time employees.
2. Employers usually have waiting or probationary periods before medical insurance goes into effect; and
3. The employee's cost and coverage of medical insurance varies considerably from employer to employer.

## Employment Information

The information in this section includes:

**Occupation Size:** The estimated number of employees working in the occupation in Sonoma County. Also provided is the approximate percentage of female employment in the occupation based on the most recent Census.

**Annual Turnover:** An estimate of the annual turnover due to worker replacement needs and promotions.

**Projected Growth:** The projected number of annual job openings due to a net increase in occupation size.

**Projected Separations:** The projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation).

**Supply-Demand:** The degree of difficulty employers have finding qualified applicants.

### 9 Tips:

1. Projections of Size, Growth and Separations are "estimates" prepared by the Employment Development Department's Labor Market Information Division using occupational staffing and industry forecast data; these projections (i.e., estimates) may be modified if local survey data warrants.
2. A "competitive outlook" for job seekers is not necessarily a bad thing, especially if the applicant is well-trained with the needed skills and well-prepared for the job search process; however, a "very competitive outlook" may indicate a significant oversupply of qualified job seekers and long-term employment difficulties.

## Very Important Qualifications for Job Entry

Indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. Employers are surveyed as to the relative importance of about 25 qualifications "for job entry." Their responses are weighted by the number of employees. The qualifications that rank in the top third of a three-point scale are presented as "very important" and are listed in descending order.

## Nationwide Job Outlook

An analysis of current and projected trends that affect the job outlook from a nationwide perspective. This material is taken from the U.S. Department of Labor's Occupational Outlook Handbook.

9 Tip: Trends that may be true at a statewide or nationwide level may or may not be true at the local level because of local economic characteristics and conditions.

## Where to Find More Information

Includes references to the California Occupational Guides and the Occupational Outlook Handbook.



## Research Methods & Sample Questionnaire

### Introduction

The California Cooperative Occupational Information System (CCOIS) is a state/local partnership between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies (Local Partners). LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a CCOIS project. The Local Partner (LP) in Sonoma County is the Sonoma County Private Industry Council. The following is an outline of the CCOIS occupational study method/process. For more specific information, please call the Sonoma County Private Industry Council at 707-524-6411.

The CCOIS annual program cycle goes as follows:

1. Twenty to twenty-five occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to the "users" in the community.

### Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations; however, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations.

The following criteria is used by the LP to help **prioritize** possible survey occupations:

1. The occupation should be adequately defined by the OES classification system;
2. The occupation should have a substantial employment base;
3. There should be a substantial number of projected job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Although there are many exceptions, OES-defined occupations are usually the best choices for employer surveys because they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit: it is the classification system used by LMID to produce Projections of Employment (occupational estimates of size, growth, and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the LP will generally try to use a classification from the Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor. Although research methods remain largely the same, these are called "limited surveys" because size and growth estimates are not necessarily as accurate as with standard OES-defined surveys.



**Survey Sample Selection and Design**

After the survey occupations are selected, an employer sample is developed for each occupation. Since LPs don't generally survey the "universe" for any occupation, a considerable amount of time is invested to ensure that the survey samples are representative. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries (for the survey occupation). In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than the smaller employers. But, for other occupations, smaller employers may be more appropriate.

Initially, the survey samples are designed by LMID staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed by the LP. Employers are added and deleted, as appropriate, to obtain a sample of at least 30 employers per occupation (or as many as can be found, if less than 30).

**Questionnaire Development**

Employer survey questionnaires are prepared for each survey occupation using a standardized list of questions (see sample questionnaire) plus a skills and qualifications survey.

**Employer Survey Procedures**

Employer representatives are identified and contacted by the LP by telephone and are asked to participate, either by phone, fax, or mail survey. To encourage participation from as many employers as possible, they are assured that any information they provide will be kept strictly confidential; and that

any information published will be prepared in summary form and will not identify any specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed, checking for consistency and completeness, and unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondent. Completed questionnaires are then coded for data entry purposes. In a standard size employer sample of 30 potential respondents, the LP's response goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry and employment response goals to ensure that the data is adequately representative.

**Data Entry, Tabulation, and Summary**

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the LP. From those tabulations, the data is analyzed by the LP and draft occupational outlook profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook Report is printed.

**Dissemination**

The LP conducts an annual community meeting or workshop to disseminate the Occupational Outlook Reports to local users. The LP will also distribute copies to users on request throughout the year.

**Sample Questionnaire**

A sample of the survey instrument follows.







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## Top Ten Occupational Information Resources

### Annual Planning Information

*APIs* are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook, and occupational data. Separate APIs are published for California, for most of its 58 counties, and for each Metropolitan Statistical Area. APIs are available at no charge and are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at 916-262-2345.

### California Occupational Guides

The *GUIDES* are statewide profiles of specific occupations. Each of the 250 (or so) guides that are available describe an occupation or occupational field and include sections on: working conditions; employment outlook; wages, hours & benefits; entrance requirements; advancement; tips on finding employment; and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, 916-262-2443. An electronic version entitled Occupational Profiles is also available; call 916-262-2162 for information on how to obtain a copy.

### California Occupational Guide Wage Supplement

The *WAGE SUPPLEMENT* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available at no charge and is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at 916-262-2162.

### Career Guide to Industries

The *CAREER GUIDE TO INDUSTRIES* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries that, together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefits, and outlook. The Career Guide to Industries costs approximately \$12 and is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores. Call 213-239-9844 or 415-512-2770.

### Dictionary of Occupational Titles

The *DOT* is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and worker characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation time required (SVP). The DOT costs approximately \$40 for soft cover (\$50 for hard cover) and is produced by the U.S. Department of Labor, Employment and Training Administration. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770) or from JIST Works, Inc. (800-648-JIST).

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Top Ten Occupational Information Resources--continued

<b>Digest of Licensed Occupations</b>	The <i><b>DIGEST</b></i> includes information on the 100 or so occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies so up-to-date information on licensing requirements can be easily obtained. The Digest is updated annually and is available at no charge from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at 916-262-2162.
<b>Occupational Outlook Handbook</b>	The <i><b>OOH</b></i> includes nationwide profiles of about 250 occupations that, together, cover 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, and related occupations. The OOH is updated every two years and costs approximately \$17 for soft cover (\$22 for hard cover). It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770) or from JIST Works, Inc. (800-648-JIST).
<b>Occupational Outlook Quarterly</b>	The <i><b>QUARTERLY</b></i> is a magazine companion to the Occupational Outlook Handbook. Most editions have four to six articles, with each one focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two-year subscription costs approximately \$20. The Quarterly is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770).
<b>Occupational Outlook Reports</b>	<i><b>OCCUPATIONAL OUTLOOK REPORTS</b></i> include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes: the nature of the work; projections of size, growth and separations; supply-demand assessment; training, experience and other requirements; employer recruitment methods; earnings and benefits; and where the jobs are. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee (COICC). Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. For 1995, the CCOIS includes 31 projects (see next page) that, together, cover 45 of California's 58 counties. As of 1996, the CCOIS becomes a statewide program with the addition of seven new local project sites.
<b>Training Directories</b>	<i><b>TRAINING DIRECTORIES</b></i> are also products of the California Cooperative Occupational Information System (CCOIS) and are produced by most of the local CCOIS agencies (see next page). Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.



## DOT References

### Automotive Mechanics (OES 853020)

Automobile Mechanic	620.261-010
Automobile Mechanic Apprentice	620.261-012
Automobile-Service-Station Mechanic	620.261-030
Automotive-Cooling-System Diagnostic Technician	620.261-034
Air-Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Carburetor Mechanic	620.281-034
Front-End Mechanic	620.281-038
Maintenance Mechanic	620.281-046
Transmission Mechanic	620.281-062
Tune-Up Mechanic	620.281-066
Vehicle Fuel-Systems Converter	620.281-070
Automobile-Radiator Mechanic	620.381-010
Repairer, Heavy	620.381-022
Brake Adjuster	620.684-018
Clutch Rebuilder	620.684-022
Fuel-Injector Servicer	625.281-022
Wheelwright	706.381-046
New Car Get-Ready Mechanic	806.361-026
Automobile-Accessories Installer	806.684-038
Muffler Installer	807.664-010
Floor Service worker, Spring	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer	825.381-014

### Bookkeeping, Accounting & Auditing Clerks (OES 553380)

Checker II	209.687-010
Distribution-Accounting Clerk	210.362-010
Account-Information Clerk	210.367-010
Foreign-Exchange-Position Clerk	210.367-014
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Classification-Control Clerk	210.382-030
Credit-Card clerk	210.382-038
Fixed-Capital Clerk	210.382-042
General-Ledger Bookkeeper	210.382-046
Mortgage-Loan-Computation Clerk	210.382-050
Night Auditor	210.382-054

Securities Clerk	210.382-062
Collection Clerk	216.362-014
Food-And-Beverage Controller	216.362-022
Mortgage-Accounting Clerk	216.362-026
Reserves Clerk	216.362-034
Electronics Funds Transfer Coordinator	216.362-038
Margin Clerk I	216.362-042
Budget Clerk	216.382-022
Clearing-House Clerk	216.382-026
Returned-Item Clerk	216.382-058
Accounting Clerk	216.482-010
Dividend-Deposit-Voucher Clerk	216.482-026
Booking Clerk	216.587-010
Voucher Clerk	219.362-066
Cancelling and Cutting Control Clerk	219.367-042
Letter-of-Credit Clerk	219.367-050
Tax Clerk	219.487-010
Parimutuel-Ticket Checker	219.587-010

### Child Care Workers (OES 680380)

Child-Care Attendant, School	355.674-010
Attendant, Children's Institution	359.677-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

### Computer Engineers (OES 221270)

Software Engineer	030.062-010
Computer Systems Hardware Analyst	033.167-010

### Data Processing Equipment Repairers (OES 857050)

Assembly Technician	633.261-010
Field Service Engineer	828.261-014

### Dental Assistants (OES 660020)

Dental Assistant	079.361-018
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**Drafters (OES 225140)**

Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Aeronautical	002.261-010
Supervisor, Drafting and Printed Circuit Design	003.131-010
Controls Designer	003.261-014
Integrated Circuit Layout Designer	003.261-018
Printed Circuit Designer	003.261-022
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Civil	005.281-010
Drafter, Structural	005.281-014
Die Designer	007.161-010
Die-Designer Apprentice	007.161-014
Engineering Assistant, Mechanical Equipment	007.161-018
Chief Drafter	007.261-010
Drafter, Castings	007.261-014
Drafter, Patent	007.261-018
Drafter, Tool Design	007.261-022
Drafter, Mechanical	007.281-010
Drafter, Directional Survey	010.281-010
Drafter, Geological	010.281-014
Drafter, Geophysical	010.281-018
Drafter, Marine	014.281-010
Drafter, Chief, Design	017.161-010
Design Drafter, Electromechanisms	017.261-014
Detailer	017.261-018
Detailer, Furniture	017.261-022
Drafter, Commercial	017.261-026
Drafter, Detail	017.261-030
Drafter, Heating and Ventilating	017.261-034
Drafter, Plumbing	017.261-038
Drafter, Automotive Design	017.261-042
Auto-Design Detailer	017.281-010
Drafter Apprentice	017.281-014
Drafter, Assistant	017.281-018
Drafter, Automotive Design Layout	017.281-026
Drafter, Oil and Gas	017.281-030
Technical Illustrator	017.281-034
Test Fixture Designer	726.364-014

**Electrical & Electronic Assemblers (OES 939050)**

Phonograph-Cartridge Assembler	720.684-014
Record-Changer Assembler	720.687-010
Electric-Motor Winder	721.484-010

Field-Ring Assembler	721.484-014
Skein Winder	721.484-022
Assembler, Carbon Brushes	721.684-014
Electric-Motor Assembler	721.684-022
Spider Assembler	721.684-026
Assembler	723.684-010
Assembler I	723.684-014
Electronics Utility Worker	726.364-018
Electronic-Scale Subassembler	726.684-014
Electronics Assembler	726.684-018
Assembler, Semiconductor	726.684-034
Printed Circuit Board Assembler, Hand	726.684-070
Printed Circuit Board Assembly Repairer	726.684-086
Plug Wirer	726.687-014
Battery Assembler	727.684-010
Plate Assembler, Small Battery	727.684-026
Battery-Parts Assembler	727.687-038
Assembler, Electrical Accessories Ii	729.384-010
Electrical Assembler	729.384-026
Capacitor Assembler	729.684-014
Electric-Sign Assembler	729.684-022
Electrical-Control Assembler	729.684-026
Deicer Assembler, Electric	739.684-050
Transformer Assembler Ii	820.684-010

**Electrical & Electronic Engineering Technicians (OES 225050)**

Electrical Technician	003.161-010
Electronics Technician	003.161-014
Technician, Semiconductor Development	003.161-018
Instrumentation Technician	003.261-010
Calibration Laboratory Technician	019.281-010
Technical Testing Engineer	194.381-010
Electronics Assembler, Developmental	726.261-010
Electrician, Research	726.261-014
Senior Technician, Controls	828.261-018

**Food Preparation Workers (OES 650380)**

Raw Shellfish Preparer	311.674-014
Baker Helper	313.684-010
Cook Helper, Pastry	313.687-010
Carver	316.661-010
Butcher, Chicken and Fish	316.684-010
Deli Cutter-Slicer	316.684-014
Salad Maker	317.384-010

Sandwich Maker	317.664-010	Truck Driver Helpers	905.687-010
Coffee Maker	317.684-010		
Pantry Goods Maker	317.684-014		
Cook Helper	317.687-010	<b>Home Health Care Workers</b> (OES 660110)	
Kitchen Helper	318.687-010	Home Attendant	354.377-014
Scullion	318.687-014		
Silver Wrapper	318.687-018	<b>Legal Secretaries</b> (OES 551020)	
Food Assembler, Kitchen	319.484-010	Legal Secretary	201.362-010
<b>General Office Clerks</b> (OES 553470)		<b>Licensed Vocational Nurses</b> (OES 325050)	
Congressional-District Aide	209.362-030	Nurse, Licensed Practical	079.374-014
Clerk, General	209.562-010		
Administrative Clerk	219.362-010	<b>Maintenance Repairers</b> (OES 851320)	
Clerk, Telegraph Service	219.362-022	Fire-Fighting-Equipment Specialist	638.281-010
Contract Clerk, Automobile	219.362-026	Maintenance Repairer, Industrial	899.261-014
Police Aide	243.362-014	Maintenance Repairer, Building	899.381-010
Unit Clerk	245.362-014		
Animal-Hospital Clerk	245.367-010	<b>Marketing, Advertising &amp; Public Relations Managers</b> (OES 130110)	
Blood-Donor-Unit Assistant	245.367-014	Production Manager, Advertising	141.137-010
Calendar-Control Clerk, Blood Bank	245.367-018	Executive Producer, Promos	159.167-022
Animal-Shelter Clerk	249.367-010	Manager, Export	163.117-014
Career-Guidance Technician	249.367-014	Manager, Promotion	163.117-018
Police Clerk	375.362-010	Director, Media Marketing	163.117-022
Dispatcher, Concrete Products	579.137-030	Director, Underwriter Solicitation	163.117-026
		Manager, Advertising	163.167-010
<b>Hazardous Materials Technicians</b> (No OES Code)		Manager, Sales	163.167-018
Sanitary Engineer	005.061-030	Manager, Utility Sales and Service	163.167-022
Industrial Health Engineer	012.167-034	Field Representative	163.267-010
Biomedical Engineer	019.061-010	Manager, Advertising	164.117-010
Environmental Analyst	029.081-010	Manager, Advertising Agency	164.117-014
Sanitarian	079.117-018	Media Director	164.117-018
Industrial Hygienist	079.161-010	Account Executive	164.167-010
Hazardous Waste Management Specialist	168.267-086	Area Supervisor, Retail Chain Store	185.117-014
Inspector, Industrial Waste	168.267-054	Fashion Coordinator	185.157-010
Environmental Hazardous Waste Tech	168.364-640	Supervisor of Sales	185.157-014
Asbestos Abatement Contractors	182.167-010	Manager, Vehicle Leasing and Rental	187.167-162
Leaded Paint Abatement Inspectors & Assessors	182.267-010	Manager, Customer Technical Services	189.117-018
Truck Dispatchers	249.167-014		
Sanitarian	529.137-014	<b>Medical Assistants</b> (OES 660050)	
Equipment Operators	850.683-010	Medical Assistant	079.362-010
Asbestos Abatement Mechanics	869.134-026	Chiropractor Assistant	079.364-010
Asbestos Removal Workers	869.684-082	Podiatric Assistant	079.374-018
Leaded Paint Abatement Workers	899.364-720	Morgue Attendant	355.667-010
Haz-Mat Truck Drivers	905.663-014		

**Medical Secretaries (OES 551050)**

Medical Secretary	201.362-014
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**Nursery Workers (OES 790050)**

Farmworker, Bulbs	405.683-010
Budder	405.684-010
Horticultural Worker I	405.684-014
Flower Picker	405.687-010
Horticultural Worker Ii	405.687-014
Transplanter, Orchid	405.687-018
Plant-Care Worker	408.364-010
Tree-Surgeon Helper Ii	408.687-018

**Secretaries (OES 551080)**

Social Secretary	201.162-010
Membership Secretary	201.362-018
School Secretary	201.362-022
Script Supervisor	201.362-026
Secretary	201.362-030
Trust Operations Assistant	219.362-074

**Stock Clerks (OES 580230)**

Merchandise Distributor	219.367-018
Space-and-Storage Clerk	219.387-026
Stock Control Clerk	219.387-030
Odd-Piece Checker	221.587-018
Outsole Scheduler	221.587-022
Metal-Control Coordinator	222.167-010
Cut-File Clerk	222.367-014
Film-Or-Tape Librarian	222.367-026
Magazine Keeper	222.367-038
Parts Clerk	222.367-042
Prescription Clerk, Lens-and-Frames	222.367-050
Tool-Crib Attendant	222.367-062
Fuel-Oil Clerk	222.387-018
Inventory Clerk	222.387-026
Linen-Room Attendant	222.387-030
Material Clerk	222.387-034
Property Custodian	222.387-042
Stock Clerk	222.387-058
Storekeeper	222.387-062
Checker, Bakery Products	222.487-010
Kitchen Clerk	222.587-022
Transformer-Stock Clerk	222.587-054
Meat Clerk	222.684-010

Tooth Clerk	222.687-038
Protective-Clothing Issuer	222.687-046
Field Recorder	229.367-010
Parts Lister	229.367-014
Quality-Control Clerk	229.587-014
Parts-Order-and-Stock Clerk	249.367-058
Supply Clerk	339.687-010
Central-Supply Worker	381.687-010
Custodian, Athletic Equipment	969.367-010

**Traffic, Shipping & Receiving Clerks (OES 580280)**

Reconsignment Clerk	209.367-042
Traffic Clerk	214.587-014
Paper-Control Clerk	219.367-022
Shipping-Order Clerk	219.367-030
Industrial-Order Clerk	221.367-022
Ticket Puller	221.687-014
Truckload Checker	222.367-066
Car Checker	222.387-014
Gun-Repair Clerk	222.387-022
Shipping and Receiving Clerk	222.387-050
Sorter-Pricer	222.387-054
Milk-Receiver, Tank Truck	222.485-010
Grain Elevator Clerk	222.567-010
Ship Runner	222.567-014
Distributing Clerk	222.587-018
Route-Delivery Clerk	222.587-034
Vault Worker	222.587-058
Routing Clerk	222.687-022
Shipping Checker	222.687-030
Incoming-Freight Clerk	248.362-010
Booking Clerk	248.367-014
Container Coordinator	248.367-022
Checker	919.687-010
Photofinishing Laboratory Worker	976.687-018

**Truck Drivers, Light & Delivery (OES 971050)**

Food-Service Driver	906.683-010
Liquid-Fertilizer Servicer	906.683-014
Telephone-Directory-Distributor Driver	906.683-018
Truck Driver, Light	906.683-022
Driver	913.663-018
Escort Vehicle Driver	919.663-022